

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 198

Alexandria, VA

1 June 2003

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 June 2003 unless otherwise indicated

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This change includes all material written in MAP Items 67-02; 05-03(E); 06-03(E); 07-03(E); 09-03(E) and military editorials U03008 through U03012; U03014 through U03017 and U03035. Insert the attached pages and remove the corresponding pages. Remove page U5C-37. Also remove pages M-i through M-27 and replace with the new page M-1. This cover page replaces the Change 197 cover page.

BRIEF OF REVISION

These are the major changes made by Change 198:

Introduction. Updates instructions on how to obtain copies of the JFTR.

U1035. Deletes the childcare space available travel test authority for the test conducted 1 February 2000 through 31 January 2001.

U3145-C; U4326-B3(b); Appendix A; Appendix E. Eliminates the term "indirect" travel and replaces it with "circuitous" travel, making the JFTR and JTR uniform in regard to the issue of circuitous or indirect travel.

Chapter 4, Part C. Aligns the wording in JFTR, Chapter 4, Part C (AEA) with the wording in JTR, Chapter 4, Part M (AEA).

U4800-D1a; T4040-C3. Adds an effective date of 31 January 2003 to travel day in the AOR.

U5242. Updates the JFTR by removing the old rules on funeral travel.

U5468. Limits transportation for vehicle storage from the old PDS to the closest VPC servicing the old PDS.

U7205-C1b(3). Explains that there is no entitlement for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.



0516LP1024053

U7207; U7300; U7305. Clarifies that per diem is not authorized for FEML.

U7305-A; U7305-C; U7305-E. Allows round-trip transportation to an alternate destination for a member electing 15 days Special Rest and Recuperation (SR&R). Reimbursement for the round-trip transportation cost to an alternate destination may not exceed round-trip transportation between the OCONUS PDS and the nearest CONUS port.

U9002-A2. Addresses a Navy concern that TLA authority appears to be available to take the place of overhaul/"availability" messing and berthing contract items which is NOT intended.

U9116-A3. Changes paragraph reference from Appendix K, Part II to Part IV.

Appendix S. Recertifies various U.S. European FEML locations until 31 March 2005.

Appendix U. Recertifies R&R leave for U.S. Central Command Area of Responsibility (AOR).

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JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

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UTDs are effective on the indicated date. They may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute, some other date. When an effective date is earlier than the date assigned to the printed change page, changes are disseminated by message.

PDs make changes in the per diem rates contained in <http://www.dtic.mil/perdiem/opdrform.html> and <http://www.dtic.mil/perdiem/pdrform.html>, and changes to the tables contained in Appendices J and K. PDs normally are effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (<http://www.dtic.mil/perdiem/>) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas. They are transmitted by message to hundreds of DoD users and effect changes to the travel per diem allowances in <http://www.dtic.mil/perdiem/opdrform.html>.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements and administrative memoranda included in a printed change are shown on the cover sheet of the printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4179.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQ USAF/DPRC, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (G-WPM-2), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 1315 East-West Highway, Room 12100, Silver Spring, MD 20910-3282;
7. U.S. Public Health Service - Directly to: Division of Commissioned Personnel, PSC (Attn: PDTATAC MAP Member), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001; or

8. Office of the Secretary of Defense and other DoD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building I, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

***HOW TO GET THE JFTR**

Requests for copies of the JFTR and its changes should be routed as follows:

1. Army. The Army no longer purchases printed paper JFTR copies. You can download and print copies at your desktop by accessing the following site: <http://www.dtic.mil/perdiem/trvlregs.html>.
2. Navy. Navy distribution of changes to the JFTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). A separate MILSTRIP requisition must be submitted for *each* change/basic.
 - (a) *For up to 3 copies*, requisition through the normal supply channels in accordance with NAVSUP P2002 and NAVSUP P-437. You may order the changes on website www.nll.navy.mil, then go into P2003 search/order, fill out the MILSTRIP requisition on line.
 - (b) *For more than 3 copies*, send the request by mail or fax a letter of justification (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to SECNAV/AAUSN Publications Management Branch, 1000 Navy Pentagon, Room 5E784, Washington, DC 20350-1000. FAX COML 703-692-4900, DSN (312) 222-4900.
 - (c) *For changes in distribution*, mail or fax (including SNDL number, point of contact and phone number (DSN and commercial)) to the address in (b) above.
3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.
5. DoD Agencies/Components Not Specifically Listed. Through the appropriate agency/component publishing distribution office.
6. Homeland Security (Coast Guard). JFTR procurement and distribution, including copies and missing pages, are in accordance with instructions in the current edition of COMDTNOTE 5600, Coast Guard Directives, Publications, and Reports Index (DPRI). The JFTR is listed in Chapter 6 of the DPRI.
7. Commerce (NOAA). Through the NOAA Distribution Unit, 1315 East-West Highway (SSMC-3), Silver Spring, MD 20910-3233.

CHAPTER 1

PART A: APPLICABILITY AND GENERAL INFORMATION

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U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

U1035 NOT USED*U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM**

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 or more weeks in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and

3. PCS versus TDY cost comparisons are considered before issuing orders.

U1038 NOT USED**U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS**

Simplified travel entitlement rules in Appendix O govern TDY for DoD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

U1040 GAIN-SHARING PROGRAM

The Gain-Sharing Program is a bonus-oriented incentive program designed to share Government travel and transportation cost savings with travelers. While authority exists in 5 U.S.C., Chapter 45, Subchapter 1 for a Gain-Sharing Program for civilian employees, there is no known authority for such a program for uniformed personnel. Participation in a Gain-Sharing Program is not covered by, nor addressed in, the JFTR.

U1045 GOVERNMENT QUARTERS USE/AVAILABILITY

A. Quarters Available. Members are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability documentation must be obtained per JFTR, par. U1045-C. Members should use adequate available Government quarters when TDY to a U.S. Installation; *however, when adequate Government quarters are available on that U.S. Installation and other lodgings are used, lodging reimbursement is limited to Government quarters cost (44 Comp. Gen. 626 (1965)).*

NOTE: FOR COAST GUARD, NOAA, AND PHS PERSONNEL ONLY: Government quarters are available only if use is directed in the order.

B. Quarters Not Available. Government quarters are not available:

1. when a TDY/delay point is at other than a U.S. installation;
2. when an authorizing/order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
 - a. members attending service schools at an installation; and
 - b. officers in grades O-7 through O-10 who determine their own quarters availability;
3. during all periods of travel en route;
4. for any TDY/delay of less than 24 hours at one location;
5. when travel is in connection with a PCS:
 - a. when per diem is payable under MALT plus (par. U5105);
 - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
 - c. to a ship/afloat staff homeported OCONUS;
 - (1) and a member is accompanied by dependents authorized concurrent travel;

***NOTE:** *The traveler is responsible for any additional costs, when for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route (e.g., takes an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled direct route on an uninterrupted basis.*

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. The Topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs/>, or contact one of the following PoCs below. Phone access should be used *only* by those without access to the internet.

Ms. Linda L. Smith
Contract Specialist
(703) 305-7640

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

*U4200 GENERAL

An actual expense allowance allows members to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of the per diem allowances in Part B, or the per diem rates in <http://www.dtic.mil/perdiem/pdrates.html>.

*U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at <http://www.dtic.mil/perdiem/pdrates.html> is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

U4210 AUTHORIZATION/APPROVAL

AEA:

- *1. May be authorized before travel begins, or approved after travel is performed, except for an AEA under par. U4245 which may be authorized *only in advance* of travel;
2. Should be stated in the travel order when authorized in advance of travel;
- *3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);
4. Authorizations/approvals cover individuals specifically listed in the request and alternate/additional personnel not specifically listed, but who actually performed the duty covered by the request.

U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. *AEA must not be authorized as part of a 'blanket' travel order.*
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request (see par. U4140) for a per diem rate adjustment.
- *4. The definitions and rules applicable to the member's authorization for a per diem under Chapter 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. Members are financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

*U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL

A. Examples. TDY assignments that may warrant authorization/approval of AEA include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;

2. To an area where the costs have escalated for a short time period during a special function/event such as a:
 - a. Missile launch,
 - b. Sports event,
 - c. World's fair,
 - d. Convention,
 - e. Natural disaster, or
 - f. Similar event;
3. To locations at which affordable lodgings are not available within a reasonable commuting distance of the member's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the member to incur unusually high expenses (e.g., the member must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the member incurs unusually high expenses because of an assignment to accompany another member in the situation in par. U4220-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a member who is directed to travel as part of the party of any of the dignitaries listed in Appendix L, par. E.

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other Government aircraft that provide transportation even when assigned exclusively to that duty. *For this reason, AEA may be authorized/approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.*

U4225 EXPENSES

A. Expenses Allowed. AEAs include expenses ordinarily covered by per diem as defined in Appendix A.

*B. Expenses Not Allowed. The following expenses are not allowed. The cost of meals:

1. And/or lodging procured at personal expense in lieu of meals and/or lodging provided for in a registration fee paid by the Government;
2. Procured at the member's PDS, residence, or at, or en route to/from, a nearby carrier terminal at which the member's travel begins/ends (B-189622, March 24, 1978); or
3. Purchased after leaving the carrier when meals are included in the price of a carrier ticket and are provided during the trip and there is no justifiable reason why the member did not eat the meal(s) served during the trip,

or why an extra meal(s) was required. The fact that a meal furnished on the carrier is not the quality and quantity that the member is accustomed is a matter of personal preference and is not a "justifiable reason". (See B-193504, August 9, 1979 and B-192246, January 8, 1979.)

*U4230 AEA REQUESTS

A. General

1. AEA requests should contain any of the following data that is relevant to the trip, or an explanation as to why it is not relevant/available:
 - a. Specific reason for travel (see Appendix H for general travel purposes);
 - b. Identity of the senior party member (civilian or uniformed), including grade, full name, SSN and branch of the Service/employing DoD component;
 - c. Roster of other employees or Uniformed Services members who also are performing the travel/TDY involved including grade, full name, SSN and branch of Service/employing DoD component;
 - d. Proposed itinerary showing locations at which AEAs are required, the estimated length of duty at each location, and the travel dates;
 - e. Information available that indicates the expenses that may be incurred, amount of AEA necessary, and/or reasons why locality per diem does not suffice;
 - f. A reimbursement limitation recommendation; and
 - g. The name and phone number (commercial (and DSN with area code if available)) of a PoC for the request.
2. *Vouchers/receipts are not submitted with the AEA request.*
3. Uniformity of allowances must be ensured (if possible) among Uniformed Services members, civilian employees, and others traveling at Government expense when they travel together and/or to the same place at which an AEA is warranted.

B. Channels of Submission. See Appendix L.

*U4235 150% MAXIMUM AEA

A. CONUS. Ordinarily, the daily AEA maximum needed for a TDY is at/below 150% of the locality per diem rate in <http://www.dtic.mil/perdiem/pdrform.html> (rounded to the next higher dollar).

B. OCONUS. Ordinarily, the daily maximum needed for a TDY is at/below the greater of the following:

1. 150% of the per diem rate in <http://www.dtic.mil/perdiem/opdrform.html>; or
2. \$50 plus the locality per diem rate in <http://www.dtic.mil/perdiem/opdrform.html>.

See Appendix L for a list of who may authorize/approve AEAs up to 150%.

U4240 300% MAXIMUM AEA

Daily maximums for CONUS/OCONUS travel in excess of 150% but not exceeding 300% of the locality per diem rate (rounded to the next higher dollar) in <http://www.dtic.mil/perdiem/pdrates.html> may be authorized/approved if required to meet mission-associated expenses.

See Appendix L for a list of who may authorize/approve AEAs up to 300%.

U4245 SPECIAL ACTUAL EXPENSE AUTHORIZATION (AEA)

The PDTATAC Director may issue an AEA for any Uniformed Service member in support of the mission stated in the AEA. These authorizations may be issued with/without expiration dates. Copies of existing Special AEAs may be obtained from:

Per Diem, Travel and Transportation Allowance Committee
Attn: Travel & Transportation Branch
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

or by email to pdttac@perdiem.osd.mil with "AEA REQUEST" in the subject line.

U4250 OVER 300% MAXIMUM AEA

Under special/unusual circumstances or when a member has no alternative but to obtain **OCONUS** lodging that exceeds 300% of the rate in <http://www.dtic.mil/perdiem/opdrform.html>, an amount in excess of 300% may be authorized *in advance only* by an AEA issued by:

1. The Director, PDTATAC. These requests must be submitted IAW par. U4210 to:

Per Diem, Travel and Transportation Allowance Committee
Attn: Travel and Transportation Branch
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

or by email to pdttac@perdiem.osd.mil with "AEA REQUEST" in the subject line; or

2. The Secretary concerned for specific OCONUS classified missions. *This authority shall not be re-delegated.*

NOTE: AEAs in excess of 300% must be: (1) made in advance of travel, (2) for an OCONUS location, and (3) for a Uniformed Service member. This type of AEA shall not be authorized for civilian employees.

*U4255 REIMBURSEMENT

A. Limitations

1. The daily reimbursement limit is the lesser of the actual expenses incurred or the AEA maximum amount.
2. Expenses incurred and claimed must be reviewed and allowed only when necessary and reasonable.
3. Depending on what AEA level is authorized/approved, reimbursement for meals and incidental expenses must not exceed:
 - a. 150% of the M&IE rate for the TDY location,
 - b. \$25 plus the M&IE rate for the OCONUS TDY location when the daily rate authorized is established under par. U4235-B2. or

c. 300% of the M&IE rate for the TDY location when authorized/approved under par. U4240.

*B. Incidental Expense. When Government quarters are available on a U.S. Installation (see Appendix A), the maximum reimbursement for incidental expenses is:

1. CONUS. \$2.00 in CONUS, and
2. OCONUS
 - a. \$3.50 OCONUS for all full TDY days, except the days travel begins/ends, or
 - b. The locality incidental expense rate when the order-issuing official determines the \$3.50 rate is not adequate to meet anticipated expenses.

C. M&IE Paid on a Per Diem Basis

1. M&IE may be reimbursed under the Lodgings Plus system (see pars. U4149 and U4151) while the lodging cost is reimbursed on an actual expense basis.
2. The amount allowed for M&IE and the lodging cost may not exceed the daily maximum authorized in the AEA for the locality.

3. EXAMPLE:

- a. A member is authorized/approved an AEA for lodging.
- *b. The member is paid M&IE on a per diem basis. Itemization of meals and incidental expenses is not required when M&IE is paid on a per diem basis.
- c. The locality per diem rate is \$60 (lodging) + \$46 (M&IE) = \$106 (Total).
- d. The AEA must not exceed 150% of the **total** locality per diem rate.
- e. The AEA for the maximum amount allowed for **lodging** is computed as follows:
 - (1) \$106 (Total Per Diem) x 150% = \$159,
 - (2) \$159 - \$46 (M&IE) = \$113 maximum allowed for lodging.

NOTE: 'Unused' AEA lodging funds cannot be used to increase the AEA for meals and incidental expenses above 150% or 300% (depending on which level is authorized/approved).

D. Lodging and/or Meals Obtained under Contract. When a contracting officer contracts for rooms and/or meals for TDY members, and actual expense reimbursement is authorized/approved, the total daily amount paid by the Government to the vendor(s) and reimbursed to the member for lodging, and M&IE may not exceed the daily maximum authorized under pars. U4235, U4240, U4245 and U4250 (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

E. Itemization. A detailed statement showing itemized expenses for each calendar day, excluding items claimed separately (such as taxicab fares and registration fees) must be submitted for AEA reimbursement. For M&IE reimbursement on a per diem basis (and AEA for lodging only), itemization of meals and incidental expenses is not required.

U4260 AEA COMPUTATION

A. General. The daily amount is not prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day must be reviewed and allowed by the authorizing/order-issuing official to be paid. *In no case shall the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.*

B. Meals Available under Special Arrangements. When TDY is a special mission (e.g., deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, or TDY to remote areas) and non-deductible meals are available under special arrangements; reimbursement of actual expenses for such meals is limited to the charge for each meal, not to exceed the arranged charges for three meals per day.

C. Averaging Expenses

*1. When an AEA is authorized/approved that includes meals and incidental expenses, the daily amount of incidental expense items that do not accrue on a daily basis may be averaged over the days for which AEA at the location is authorized/approved. These expenses include laundry/dry-cleaning and pressing of clothing incurred at OCONUS locations (see the Incidental Expenses portion of the PER DIEM definition in Appendix A), hotel maid tips, and similar expenses. *Averaging incidental expenses does not apply if an AEA is authorized for lodging only and M&IE is paid on a per diem basis.*

2. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing (*not after returning to PDS*) is:

a. A separately reimbursable expense (up to an average of \$2 per day) in addition to per diem/AEA when CONUS travel requires at least 7 consecutive nights of CONUS TDY lodging, or

b. Not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.

3. OCONUS EXAMPLE: A member on an 8-day (Saturday-Saturday) TDY to an OCONUS location (receiving AEA while there) incurs a \$32 dry-cleaning cost on Friday. The \$32 cost is averaged over the 8-day TDY and the member may indicate that \$4 was paid daily.

4. CONUS EXAMPLE: A member on a 10-day TDY to a CONUS location (receiving AEA while there) incurs a \$40 dry-cleaning bill. The \$40 cost is averaged over the 10-day TDY to equal a \$4 per day average cost. The member may only be reimbursed for \$2 per day so the total reimbursement paid to the member is \$20.

D. Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the member's status and TDY location at 2400 of that calendar day (see par. U4145-A). Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging in par. U4510.

2. Reimbursement for Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

3. Reimbursement for Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. When return travel to the home/PDS requires 2 or more days, see par. U4147 for reimbursement method.

U4265 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

NOTE:

- *1. The maximum amount allowed for lodging in the U.S. and non-foreign OCONUS areas (see <http://www.dtic.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Lodging taxes in the U.S. and non-foreign OCONUS areas are separately reimbursable expenses in addition to AEA.*
- 2. The maximum amount allowed for lodging in foreign OCONUS areas/countries (see <http://www.dtic.mil/perdiem/opdform.html>) includes an amount for lodging taxes. Taxes on lodging in foreign OCONUS areas/countries are part of per diem/AEA and are not separately reimbursable.*

EXAMPLE 1

Travel to single TDY point.
AEA authorized for lodging and M&IE

Per Diem Rate for the CONUS TDY Location

| Max Lodging | M&IE | Total |
|--------------------|-----------------|--------------|
| \$99 | \$46 | \$145 |

Actual Expense Allowance Computation for the CONUS TDY Location

AEA authorized NTE \$217.50 (\$145 x 150%)

Lodging NTE \$148.50 (\$99 x 150%)

M&IE NTE \$69 (\$46 x 150%)

Itinerary

| Date | Travel Status |
|-------------|---|
| 10 Aug | Depart Residence Arrive CONUS TDY Location |
| 11 Aug | TDY in CONUS TDY Location |
| 12 Aug | TDY in CONUS TDY Location |
| 13 Aug | Depart CONUS TDY Location Arrive Residence |

Daily Expenses

| Date | | Total | |
|----------------------------|---|--------------|-----------------|
| 10 Aug | Lodging | \$130.00 | |
| | Dinner | + 25.00 | |
| | Total | \$155.00 | |
| | Total Daily Reimbursement | | \$155.00 |
| 11 Aug | Lodging | \$130.00 | |
| | Breakfast | 6.00 | |
| | Lunch | 10.00 | |
| | Dinner | 24.00 | |
| | Incidentals | + 3.00 | |
| | Total | \$173.00 | |
| | Total Daily Reimbursement | | \$173.00 |
| 12 Aug | Lodging | \$130.00 | |
| | Breakfast | 15.00 | |
| | Lunch | 20.00 | |
| | Dinner | 40.00 | |
| | Incidentals | + 2.00 | |
| | Total | *\$207.00 | |
| | * Total reimbursement for this day is limited to \$199 (\$130 (lodging) + \$69 (max M&IE)) since the total M&IE (\$77) exceeds the 150% M&IE ceiling of \$69. | | |
| | Total Daily Reimbursement | | \$199.00 |
| 13 Aug | Breakfast | 5.00 | |
| | Lunch | +12.00 | |
| | Total | \$17.00 | |
| | Total Daily Reimbursement | | \$ 17.00 |
| TOTAL REIMBURSEMENT | | | \$544.00 |

Example 1: A member completes official TDY duty on Friday afternoon. The member could leave on Friday when official duty ends (and arrive at the PDS early on Saturday) and receive 75% M&IE for that Saturday travel day. To prevent the member from traveling between 2400 and 0600, the authorizing/order-issuing official may authorize or approve departure the next day (in this case, Saturday). The member receives per diem (including lodging) for Friday. Saturday is the travel day (assuming arrival at PDS on Saturday) and the member receives 75% M&IE for Saturday. Any additional delayed days are the member's financial responsibility.

Example 2: A member is required to attend a conference that starts at 0800 on Monday morning. If the member is authorized to depart the PDS on Friday to travel during regular duty hours, payment of per diem is limited to one travel day as though the member had departed for the TDY destination on Sunday (75% M&IE plus lodging) (56 Comp. Gen. 847 (1977)). Expenses for any additional early days are the member's financial responsibility.

B. En Route Rest Stop

1. Travel during Normal Rest Hours. The authorizing/order-issuing official may authorize/approve an en route rest stop when travel must be scheduled:
 - a. to start at, near, or after the end of the member's regularly scheduled duty hours; or
 - b. during usual rest hours and the transportation mode does not provide adequate sleeping accommodations. See **NOTE 2** following par. U4326-A1c regarding adequate sleeping accommodations.
2. OCONUS Travel Is Involved. The authorizing/order-issuing official may authorize/approve a rest stop en route when:
 - a. the origin or destination point is OCONUS;
 - b. travel is by a usually traveled route;
 - c. travel is by less than first/business-class accommodations; and
 - d. the scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.
3. En Route Rest Stop Prohibited. An en route rest stop is prohibited when:
 - a. Travel is authorized by first- or business-class service:
 - *b. A member chooses to travel by a circuitous route, *for personal convenience*, causing excess travel time.
 - c. A member takes leave at a stopover.
4. En Route Rest Stop Location. An en route rest stop:
 - a. may be authorized/approved at any intermediate point, and
 - b. should be as near to midway in the journey as the authorized carrier scheduling permits, or
 - c. scheduled at a point en route at which the carrier permits a free stopover (if possible).
5. En Route Rest Stop Duration. An en route rest stop is for a reasonable rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.

6. Per Diem. The rest stop locality per diem rate applies.

C. Rest Period at the TDY Point before Reporting for Duty. A reasonable rest period at the TDY point (not to exceed 24 hours) should be provided before the member reports for duty when:

1. the scheduled flight time, including stopovers and plane changes, exceeds 14 hours by a usually traveled route. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS;
2. an en route rest stop is not authorized/approved;
3. the member is not authorized first- or business-class service;
4. the member is required to travel overnight (2400 - 0600) (in which case arrival should be scheduled to provide an appropriate rest period (not to exceed 24 hours) at the TDY point before the member is required to perform official duties). See ***NOTE*** following par. U4326-A1c regarding scheduling an early arrival for a rest period at the TDY point if overnight (2400-0600) travel is involved.

D. Delaying Return Travel to Use Reduced Travel Fares. When, to qualify for reduced transportation fares, a member elects to stay at a TDY station longer than required by the assignment and the action is authorized/approved by the authorizing/order-issuing official, per diem or AEA for the additional time may be paid if:

1. the transportation savings offsets the additional per diem or AEA cost, yielding an overall savings to the Government; and
2. the delay does not extend the TDY time beyond the time when the member is required to be at work at the PDS (B-192364, February 15, 1979; B-169024, May 5, 1970).

U4330 POC TRAVEL

Transportation cost and travel time are computed in accordance with pars. U3305 and U3310.

U4335 SPECIAL CONVEYANCE TRAVEL

When special conveyance use is authorized/approved, allowable travel time is the actual time needed to perform the travel. ***NOTE: If travel is by vehicle, authorized travel time is computed under par. U3005-C.***

U4340 MIXED MODES TRAVEL

When travel is performed between any two points of a separate leg of a journey (par. U3405-B) partly by POC and partly by common carrier, the per diem or AEA is computed as in par. U3305-C or U3310-B.

PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITH A JOINT TASK FORCE

U4800 DEFINITIONS

A. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the commander of a unified command or an existing joint task force (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms). For the purposes of this Chapter, the definition also includes Coast Guard.

B. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or JTF mission. These include, but are not limited to, UN and JTF peacekeeping, nation building, and humanitarian missions; and operations against an actual or potential enemy. (See Appendix A for a definition of Contingency Operations.)

C. Exercises. Those Service, Combatant Commander, or CJCS training military maneuvers or simulated wartime operations whose primary purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers which may or may not involve more than one Service. Members/units are placed in field duty.

D. TDY Options. The Combatant Commander or the JTF Commander determines the appropriate TDY option (which establishes the entitlement) after consultation with Service component commanders. The Combatant Commander or JTF commander must communicate this decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders. **NOTE: JTF exercises must be field duty.** The three TDY options (regular TDY, EUM, and field duty) are described below. This determination applies to all members temporarily assigned for operational deployment to a JTF performing duty under similar conditions within the same area of operations. For those members either (1) not located in the JTF area of operations but who are operating in a support capacity, or (2) are located in the JTF area of operations but are not part of the JTF, the Secretarial Process for each Service may direct a TDY option different than the one used for JTF members.

1. Regular TDY

Effective 31 January 2003

*a. Explanation. A member travels to one or more locations away from the PDS to perform TDY ordinarily for less than 180 days (see par. U2145-B for exceptions and waiver authority to the 180 day limit). The member is reimbursed for lodging, meals and incidental expenses as in Chapter 4, Part B or par. U4800-D1b. **Exception: A member receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. U4151-B4 (e.g., If a TDY member travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).**

b. JTF Temporary Dining Facilities. There are special meal per diem provisions for members when a JTF Temporary Dining Facility is set up to feed U.S. personnel deployed in support of the JTF mission. Members consuming meals at the JTF temporary dining facility pay the discount GMR for meals, and are reimbursed the discount GMR plus an incidental expense of either \$2.00 in CONUS or the applicable locality incidental rate (see <http://www.dtic.mil/perdiem/>), or \$3.50 OCONUS when on a U.S. installation or the Combatant Commander or the JTF commander determines \$3.50 to be adequate. If the member's statement is accepted to support increased per diem for a missed meal at a JTF temporary dining facility, the member is authorized the PMR (see pars. U4149-C and U4151-C) for that day. If JTF members outside the AOR or en route to the AOR pay the meal rate IAW the DoD Financial Management Regulation at http://www.dtic.mil/comptroller/fmr/12/12_19.pdf, they are reimbursed IAW Chapter 4, Part B.

c. Regular TDY Use. As a general rule, members on an operational deployment (see exceptions for exercises in par. U4800-D3 below) are on "regular" TDY.

2. Essential Unit Messing (EUM)

a. Explanation. EUM may be required in a command or organizational unit when it enhances operational readiness or the conduct of military operations or is necessary for the effective conduct of training. Designation of EUM is applied only to organizational units, operational elements, or detachments; not to individual service members. The member is provided Government quarters, and to maintain unit readiness, is required to use Government messing. The member is paid the incidental portion of the daily M&IE rate.

b. Use. EUM may be used for operational deployments when the circumstances described above apply.

3. Field Duty (Appendix A)

a. Explanation. During field duty the member is subsisted in a Government mess or with an organization drawing field rations, and the member is serving with troops on maneuvers, war games, field exercises, or similar types of operations. Members are furnished Government quarters or are quartered in accommodations ordinarily associated with field exercises. Everything ordinarily covered by per diem is furnished and no per diem is paid. Note that a competent official may place members, furnished quarters and subsistence obtained by contract, in a field duty status.

b. Use. Members participating in the events discussed above and furnished quarters and subsistence should be placed on field duty.

- U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, OR INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY,**
- A. General
 - B. Time Limits
 - C. Recalled to Active Duty Before Choosing a HOS
 - D. Recalled to Active Duty After Choosing a HOS
 - E. Member on TDRL Discharged or Retired
 - F. Member Dies After Retirement or Release
 - G. Member Ordered to a Place to Await Disability Retirement
- U5237 DEPENDENTS' TRANSPORTATION WHEN TRANSPORTATION DOCUMENTS OR FUNDS ARE LOST OR STOLEN**
- U5240 DEPENDENT TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCES**
- A. General
 - B. PDS Changed to a Dependent-Restricted Tour Station, or Sea Duty Changed to Unusually Arduous Sea Duty
 - C. Dependents' Travel and Transportation OCONUS for Medical Care
 - D. Dependents' Travel and Transportation Incident to Alert Notice
 - E. Dependents' Travel and Transportation Incident to Tour Extension
 - F. Dependent Travel and Transportation Incident to a Court-Martial Sentence/Administrative Discharge Under Other Than Honorable Conditions (for Members Stationed in CONUS)
 - G. Dependents' Travel and Transportation Incident to an In-Place Consecutive Overseas Tour (IPCOT)
- U5241 TRAVEL OF DEPENDENTS WHEN MEMBER OFFICIALLY REPORTED AS DEAD, INJURED, ILL, OR ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS OR UPON DEATH**
- A. General
 - B. Definitions
 - C. Limitations
 - D. When Authorized
 - E. Administrative Instructions
 - F. Attendants for Dependents
- U5242 FUNERAL TRAVEL**
- A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 U.S.C. §411f) ***(NOTE: The families of cadets/midshipmen are not eligible for this transportation.)***
 - B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict
 - C. Definition of Burial Ceremony
- U5243 TRANSPORTATION OF DEPENDENT STUDENTS**
- A. General
 - B. Dependent Students Attending Dormitory DoDEA Schools
 - C. Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes
 - D. Dependent Student Transportation to a School in the U.S.
 - E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities

U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

- A. General
- B. Definition
- C. Transportation
- D. Limitations
- E. Reimbursable Expenses

U5250 ADVANCE OF FUNDS

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)

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|-------------------------|---|
| U5300 | GENERAL |
| U5305 | ELIGIBILITY |
| U5310 | BASIC ENTITLEMENT <ul style="list-style-type: none">A. GeneralB. Prescribed Weight AllowancesC. Professional Books, Papers, and Equipment (PBP&E)D. Additional Consumable GoodsE. Certain Articles Involving a Weight AdditiveF. Excess Costs for Transportation of Boats as HHGG. Civilian Clothing of RecruitsH. StorageI. ServicesJ. Transportation of Replacement HHG ItemsK. Required Medical Equipment |
| U5315 | ADMINISTRATIVE WEIGHT LIMITATIONS <ul style="list-style-type: none">A. GeneralB. EntitlementC. Exceptions |
| U5317 | HHG TRANSPORTATION ENTITLEMENT DISALLOWED |
| U5318 | RE-TRANSPORTATION OF THE SAME HHG |
| U5320 | METHODS OF TRANSPORTATION <ul style="list-style-type: none">A. HHGB. Unaccompanied BaggageC. Government-Procured TransportationD. Personally-Procured Transportation and NTSE. Split Shipment |
| U5330 | FACTORS AFFECTING HHG TRANSPORTATION <ul style="list-style-type: none">A. Combining Weight Allowances When Husband and Wife Are Both MembersB. Impact of Effective Date of OrdersC. Orders Amended, Modified, Canceled or RevokedD. Improper TransportationE. Items of Extraordinary Value |

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

***U5242 FUNERAL TRAVEL**

A. Transportation for Eligible Relatives of a Deceased Member to Attend the Member's Burial Ceremony (37 U.S.C. §411f) (***NOTE: The families of cadets/midshipmen are not eligible for this transportation.***)

1. General. Eligible relatives are authorized round trip travel and transportation allowances to attend burial ceremonies for a deceased member who dies while on active or inactive duty. "Eligible relative", as used in this paragraph, means:

- a. the deceased member's surviving spouse (including a remarried surviving spouse);
- b. children who are unmarried and
 - (1) under 21 years of age;
 - (2) under 23 years of age and a student dependent meeting the requirements in item 6 of the Appendix A "Dependent" definition; or
 - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.
- c. if no person described in pars. U5242-A1a or U5242-A1b is provided travel and transportation allowances, the parent or parents of the deceased member as defined in 37 U.S.C. §401(b)(2) (see ***NOTE 1*** below);
- d. if no person described in par. U5242-A1a, U5242-A1b, or U5242-A1c is provided travel and transportation allowances; then
 - (1) the person who directs the disposition of the remains of the deceased member under 10 U.S.C. §1482(c) (see ***NOTE 2*** below) or, in the case of a deceased member whose remains are commingled and buried in a common grave in a national cemetery, the person who would have been designated under such section to direct the disposition of the remains if individual identification had been made; and
 - (2) up to two additional persons closely related to the deceased member who are selected by the person referred to in par. U5242-A1d(1) above.

2. Attendant. An attendant accompanying an eligible relative provided travel and transportation allowances under par. U5242-A1 for travel to the burial ceremony for a deceased member also may be provided round trip travel and transportation allowances for travel to the burial ceremony if:

- a. the accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reason acceptable to the authorizing/order-issuing official; and
- b. there is no other eligible relative of the deceased member traveling to the burial ceremony who is eligible for travel and transportation allowances under par. U5242-A1 and is qualified to serve as the attendant.

3. Entitlements

- a. Limitations. Allowances under pars. U5242-A1 and U5242-A2 are limited to travel and transportation

to the United States, Commonwealth of Puerto Rico, Guam and American Samoa except as provided in pars. U5242-A3b and U5242-A3c, below. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the location concerned.

b. Member Called (or Ordered) to Active Duty from Outside the United States, the Commonwealth of Puerto Rico, Guam and American Samoa. The travel and transportation allowances authorized under par. U5242-A1 is authorized from the place called (or ordered) to active duty to the location of the burial ceremony and return if the deceased member was called (or ordered) to active duty from a place not in the United States, the Commonwealth of Puerto Rico, Guam and American Samoa. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the location of the burial ceremony.

c. Interred in a Cemetery Maintained by the American Battle Monuments Commission. The travel and transportation allowances authorized under pars. U5242-A1 and U5242-A2 are authorized to and from the cemetery if a deceased member is interred in a cemetery maintained by the American Battle Monuments Commission. Per diem payable may not exceed 2 days plus the time necessary to travel to and from the cemetery.

d. See par. U7205 for cases not covered by par. U5242-A3b.

4. Travel and Transportation Allowances

a. General. Individuals traveling under par. U5242-A are authorized one, or a combination, of the following for the authorized round trip travel:

- (1) transportation-in-kind,
- (2) reimbursement for the cost of personally procured commercial transportation,
- (3) automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in par. U5242-A4a(2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the personally procured commercial transportation cost between origin and destination (minus any used Government-procured transportation cost). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5242-A4a(3).

b. Per Diem Allowances while Traveling and at the Funeral and Burial Site. Eligible family members are authorized per diem computed using the 'LODGINGS PLUS' method in Chapter 4, Part B when traveling under par. U5242-A. The per diem payable must not exceed the appropriate rate in either <http://www.dtic.mil/perdiem/opdrform.html> or <http://www.dtic.mil/perdiem/pdrform.html> for the area concerned. Per diem must not be paid for more than two days plus the time necessary to travel to and from the location concerned.

c. Limitations. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from departure to return is 12 or fewer hours.

d. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A and U4520-B is authorized in connection with travel under this subparagraph.

e. Definitions. For the purposes of par. U5242 the term "burial ceremony" includes the following:

- (1) an interment of casketed or cremated remains;

- (2) a placement of cremated remains in a columbarium;
- (3) a memorial service for which reimbursement is authorized under 10 U.S.C. §1482(d)(2) (see NOTE 3) below; and
- (4) a burial, in a common grave in a national cemetery, of commingled remains that cannot be individually identified.

B. Funeral Travel of Families of Members Who Died while POWs or MIAs during the Vietnam Conflict

1. General. This subparagraph applies to eligible family members (as defined in par. U5242-B2) of a member who died while officially classified as a POW or as MIA during the Vietnam conflict and whose remains are returned to the United States (37 U.S.C. §406 (Note)).
2. Definition of Eligible Family Members. For purposes of par. U5242-B1, eligible family members of the deceased member of the armed forces include the following:
 - a. surviving spouse (including a remarried surviving spouse) of the deceased member,
 - b. child or children, including children described in section 37 U.S.C. §401(b)(1) (see NOTE 4 below) of the deceased member,
 - c. The parent or parents of the deceased member as defined in section 37 U.S.C. §401(b)(2) (see NOTE 1 below).
 - d. If no person described in par. U5242-B2a, U5242-B2b, or U5242-B2c is provided travel and transportation allowances, any brothers, sisters, half-brothers, half-sisters, stepbrothers, and stepsisters of the deceased member.
3. Entitlements. The eligible family members are issued invitational travel orders under Appendix E Part II, and are entitled to transportation and travel allowances, as prescribed therein, for travel from their places of residence to the place of burial and return.

C. Definition of Burial Ceremony. For the purpose of par. U5242, the term “burial ceremony” includes the following:

1. an interment of casketed or cremated remains;
2. a placement of cremated remains in a columbarium;
3. a memorial service for which reimbursement is authorized under 10 U.S.C. §1482(d)(2) (see NOTE 3 below); and
4. a burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

NOTE 1: For the purposes of par. U5242-A1c and U5242-B2c: 37 U.S.C. §401(b)(2), the term “parent” means:

- (A) a natural parent of the member;*
- (B) a step parent of the member;*
- (C) a parent of the member by adoption;*
- (D) a parent, stepparent, or adopted parent of the spouse of the member; and*
- (E) any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least five years before the member became 21 years of age.*

NOTE 2: With reference to par. U5242-A1d(1): 10 U.S.C. §1482(c) states: *Only the following persons may be designated to direct disposition of the remains of a decedent covered by this chapter:*

- (A) the surviving spouse of the decedent;*
- (B) blood relatives of the decedent;*
- (C) adoptive relatives of the decedent; and*
- (D) if no person covered by clauses (1)-(3) can be found, a person standing in loco parentis to the decedent.*

NOTE 3: For the purpose of pars. U5242-A4e(3) and U5242-C3; 10 U.S.C. §1482(d)(2) reads as shown below:

“(d) When the remains of a decedent covered by section 1481 of this title, whose death occurs after January 1, 1961, are determined to be non-recoverable, the person who would have been designated under subsection (c) to direct disposition of the remains if they had been recovered may be -

(1) presented with a flag of the United States; however, if the person designated by subsection (c) is other than a parent of the deceased member, a flag of equal size may also be presented to the parents, and

(2) reimbursed by the Secretary concerned for the necessary expenses of a memorial service.

However, the amount of the reimbursement shall be determined in the manner prescribed in subsection (b) for an interment, but may not be larger than that authorized when the United States provides the grave site. A claim for reimbursement under this subsection may be allowed only if it is presented within two years after the date of death or the date the person who would have been designated under subsection (c) to direct disposition of the remains, if they had been recovered, receives notification that the member has been reported or determined to be dead under authority of chapter 10 of title 37, whichever is later.”

NOTE 4: For the purposes of par. U5242-B2b: 37 U.S.C. §401(b)(1), the term “child” includes:

- (A) a stepchild of the member (except that such term does not include a stepchild after the divorce of the member from the stepchild’s parent by blood);*
- (B) an adopted child of the member, including a child placed in the home of the member by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the child by the member; and*
- (C) an illegitimate child of the member if the member’s parentage of the child is established in accordance with criteria prescribed in regulations by the Secretary concerned.*

U5243 TRANSPORTATION OF STUDENT DEPENDENTS

A. General. A member permanently stationed OCONUS, who is authorized to have dependents reside at or in the vicinity of the PDS or the homeport of an OCONUS ship, and whose minor dependents, as defined in this subparagraph,

1. attend a dormitory school operated by the DoD or selected for the student by the cognizant Regional Director of the DoDEA, or
2. attend, or will attend, a school in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense, is entitled to transportation of minor dependents between such schools and their places of residence as provided in this subparagraph. The transportation allowance authorized is transportation in kind, or reimbursement therefor as prescribed in par. U5203-A, first itemization, item 2, or a MALT as prescribed in par. U5203-A3. *No per diem is payable unless otherwise indicated.* Transportation, when possible, is by Government-owned or Government-procured transportation on a space-required basis. Chapter 3, Part B, applies to the procurement of transportation and the use of U.S. transportation facilities for travel authorized in this subparagraph.

B. Dependent Students Attending Dormitory DoDEA Schools

1. Definitions. The following definitions are specific to this subparagraph.

a. Dependent. A "dependent" in this subparagraph (20 U.S.C. §932) is a minor individual who:

(1) has not completed secondary schooling; and

(2) is the child, stepchild, adopted child, ward, or spouse of a member or who is a resident in the household of a member who stands in loco parentis to such individual and who receives one-half or more support from the member.

b. DoDEA School. A school operated by the Department of Defense under the Defense Dependents' Education Act of 1978 (20 U.S.C. §921 et seq.) for dependents in an OCONUS area which is operated, and which such dependents attend, on a 5- or 7-day-a-week dormitory basis.

2. Five-Day-a-Week Dormitory DoDEA School. A member is authorized a weekly round-trip between the DoDEA school and residence during the school year for each minor dependent who attends a 5-day-a-week dormitory DoDEA school.

3. Seven-Day-a-Week Dormitory DoDEA School

a. Travel to Member's Residence

(1) During the school year a member is entitled to three round-trips between the DoDEA school and member's residence for each minor dependent that attends a 7-day-a-week dormitory DoDEA school.

(2) Additional round trips may be authorized/approved when the DoDEA school dormitory is closed.

b. Travel to Other Than the Member's Residence

(1) Members entitled to transportation under this subparagraph for their dependents may be authorized transportation for a student to a location other than the member's residence if the member states, in writing, to the authorizing/order-issuing official that travel to the other location is so the student may join the family at that location.

(2) Reimbursement is limited to the Government's transportation cost from the DoDEA school to the member's residence by the authorized mode.

NOTE: For this subparagraph, a location outside the 50 states, the District of Columbia, Puerto Rico, and U.S. possessions (excluding Midway) is "overseas".

4. Authorized Transportation is

a. Government-owned/procured (on a space-required basis),

b. reimbursed (see par. U5203-A2), or

c. a MALT (see par. U5203-A3).

NOTE: See Chapter 3, Part B, for transportation procurement.

5. Per Diem. *Per diem is not payable.*

6. Baggage. Up to 350 pounds of unaccompanied baggage may be transported for each eligible minor dependent attending a dormitory DoDEA school (or DoDEA-selected school) on the first and final trip of each school year.

C. Travel of Handicapped DoDEA Students for Diagnostic and Evaluation Purposes

1. Authorized Travel. Travel and transportation allowances (like those for a TDY employee including per diem) are authorized when travel is necessary because medical/educational authorities request:

- a. a student diagnosis/evaluation under DoDI 1342.12 for tuition-free handicapped DoDEA students (see DoDI 1342.12), and
- b. one or both of the student's parents or guardians be present to participate in the diagnosis/evaluation or to escort the student.

2. Reimbursement

- a. Parent or Guardian is a Member. Reimbursement is IAW TDY travel in this Volume.
- b. Parent or Guardian is a Civilian Employee. Reimbursement is IAW TDY travel in JTR, Volume 2.
- c. Parent or Guardian is Not Employed by the Government. Reimbursement is IAW TDY travel in JTR, Volume 2.

D. Dependent Student Transportation to a School in the U.S.

1. Definitions. The following definitions are specific to this subparagraph.

a. Formal education is

- (1) a secondary education;
- (2) an undergraduate college education;
- (3) a graduate education pursued on a full-time basis at an institution of higher education (20 U.S.C. §1001); and
- (4) vocational education pursued on a fulltime basis at a postsecondary vocational institution (20 U.S.C. §1002(c)). A "postsecondary vocational institution" means a school that:
 - (a) provides an eligible program of training to prepare students for gainful employment in a recognized occupation;
 - (b) has been in existence for at least 2 years; and
 - (c) is accredited by an organization recognized by the Secretary of Defense.

NOTE: The definition of "DoDEA school" in par. U5243-A1b does NOT apply to this subparagraph.

b. Unmarried Dependent Child. An unmarried dependent child is a dependent child, as defined in Appendix A, who is under 23 years of age and:

(1) enrolled in a school in the U.S. to obtain a formal education and is attending that school or is participating in a foreign study program approved by that school and, as part of that program, is attending a school outside the U.S. for a period of not more than one year; or

(2) graduates, quits or is separated from the school in the U.S., who travels within 30 days following separation from the school. ***NOTE: An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as dependent illness, inability to schedule travel during peak travel periods, etc.***

NOTE: Members who have student dependents, who are separated from their school in the U.S. and who have not previously traveled at Government expense to the members' OCONUS PDSs, retain the entitlement for the dependent's travel and transportation to the members' PDSs.

2. Transportation Entitlement. A member:

a. permanently stationed OCONUS; and

b. accompanied by command sponsored dependents at or in the vicinity of the member's PDS or the homeport of an OCONUS ship (unless the only dependent is an unmarried dependent child under 23 years of age attending a school in the U.S. to obtain a secondary or undergraduate college education);

is authorized one annual round-trip, for the dependent student, at any time within a fiscal year (1 Oct - 30 Sep) between the member's OCONUS PDS and the dependent student's school in the U.S. *Effective 9 February 2002* for a dependent student who is attending a school outside the U.S. for less than one year under a program approved by the school in the U.S. at which the dependent is enrolled, the member may be reimbursed for one annual round trip for the dependent student between the school being attended by that student and the member's OCONUS PDS; however reimbursement can not exceed the transportation allowance for that dependent's annual round trip between the school in the U.S. and the member's OCONUS PDS. ***NOTE: Entitlement to a portion of a round-trip not taken during a fiscal year ordinarily does not carry over to a subsequent fiscal year. However, a Service-designated official may extend the fiscal-year travel period for not more than 14 days because of unusual or emergency circumstances (i.e., an early or late holiday recess or school closing).***

3. Limitations. This subparagraph does not apply to a member

a. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in the state of the PDS;

b. who has an unmarried dependent child attending a school in the U.S. to obtain a secondary education, if:

(1) the child is eligible to attend a secondary school for dependents that is located at/or in the vicinity of the member's PDS and is operated under the Defense Dependents' Education Act of 1978 (20 U.S.C. §921); or

(2) the member is stationed in Puerto Rico or Guam and the child is eligible to attend a DoD DDESS, formerly known as Section 6, secondary school, in the vicinity of the PDS;

c. assigned to a PDS in Alaska or Hawaii who has an unmarried dependent child attending a school in CONUS to obtain a secondary education; or

d. who has an unmarried dependent child attending a Service academy as a cadet or midshipman.

4. Travel to a Location other than the Member's OCONUS PDS

- a. Travel to a location other than the member's OCONUS PDS may be authorized if the member states, in writing, to the authorizing/order-issuing official that travel to the other location is so the student may join the family at that location.
- b. Reimbursement is limited to what it would have cost the Government for transportation from the school to the member's OCONUS PDS by the authorized transportation mode.

5. Transoceanic Travel

- a. General. When available, transoceanic travel must be on a space-required basis by AMC unless air travel is medically inadvisable. When AMC is not available, Government-procured air transportation (for the transoceanic travel portion) is authorized.
- b. Travel Performed at Personal Expense
 - (1) AMC Service Available. No reimbursement is allowed for transoceanic travel at personal expense when AMC service is available, unless air travel is medically inadvisable.
 - (2) AMC Service Not Available. Reimbursement (limited to the amount the Government would have paid for Government-procured transportation) is allowed for transoceanic travel at personal expense when AMC service is unavailable.
- c. Government-procured Transportation Not Available
 - (1) When Government-procured transportation is not available, reimbursement is authorized for transportation costs not to exceed the least costly unrestricted scheduled commercial air service over the direct route between origin and destination.
 - (2) Pars. U3125-B and U3125-C apply to dependent student travel.
 - (3) If air travel is medically inadvisable, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

6. Overland Travel

- a. The overland portion(s) of travel should be by Government-procured transportation, or at personal expense on a reimbursable basis.
- b. Government-procured air transportation ordinarily is furnished for the portion of the travel within the U.S.
- c. Whenever Government-procured transportation is available, but transportation is personally-procured, reimbursement is authorized for the transportation cost up to what it would have cost if Government-procured transportation had been used between authorized points.
- d. When a POC is used, mileage (see par. U2600) is authorized. The mileage amount paid cannot exceed the Government's cost had Government-procured transportation been used between authorized points.
- e. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

7. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each authorized trip between the school and the member's PDS under this subparagraph.

8. Baggage Storage. During a student's annual trip between the school and the member's PDS, a member may store the student's unaccompanied baggage in the vicinity of the school in lieu of unaccompanied baggage transportation. The Service concerned may pay, or a member may be reimbursed for, the storage cost up to the cost of round-trip baggage transportation.

E. Travel of DoDEA Students for Academic Competitions and Co-curricular Activities. The DoDEA statutory charter, (20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. The Director, DoDEA, or designee determines appropriate activities. The responsible DoDEA activity determines the most appropriate method (citing DoDEA appropriations) to authorize transportation for students in support of co-curricular activities. *However, payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY must not be authorized.*

U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

A. General. Not more than two family members of a member described in par. U5246-A1 or U5246-A2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B1 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS.

2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 at <http://www.dtic.mil/comptroller/fmr/07a/index.html> or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel at <http://www.uscg.mil/hq/g-w/g-wp/gwpm/manuals.htm>, who is physically disabled as the result of an injury, illness, or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS if that member became ill or injured or was diseased:

- a. in line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
- b. while traveling directly to or from such training.

NOTE: *The families of cadets/midshipmen are not eligible for this transportation.*

B. Definition. "Family members" as used in this paragraph are the member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. transportation-in-kind;
2. reimbursement for the cost of personally-procured commercial transportation;
3. automobile mileage rate (see par. U2600) for the official distance traveled by POC.

Government/Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in par. U5246-C2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5207 for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the POC operator is authorized the allowance prescribed in par. U5246-C3.

D. Limitations. Per diem is not payable for travel in connection with this paragraph.

E. Reimbursable Expenses. Reimbursement of expenses prescribed in pars. U4520-A (except item 5, taxes on lodging) and U4520-C is authorized in connection with travel under this paragraph.

U5250 ADVANCE OF FUNDS

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see par. U1010-B4). A member failing to complete at least 90 percent of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75 percent of the amount for the least costly mode of transportation available. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75 percent of the MALT.

B. Delivery/Pick-Up

1. The Service concerned may elect to transport a member's POV to and/or from the storage facility.
- *2. *Vehicle storage transportation reimbursement is limited to mileage (see par. U2600) for the round-trip distance from the old PDS to the closest VPC/loading port servicing the old PDS.* This limitation does not apply to a member who stored a vehicle commercially with Government reimbursement for storage expenses at a location other than the closest VPC/loading port servicing the old PDS before 1 June 2003.
3. A roundtrip is authorized to:
 - a. deliver the POV to the storage facility, and
 - b. pick-up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup:
 - a. is not concurrent with PCS travel, or
 - b. is in connection with TDY on a contingency operation.

NOTE: For this Section, a Reserve Component member's PLEAD is the PDS. For POV delivery to storage upon the first PCS, the "old PDS" is the member's HOR or PLEAD. For POV pick-up upon separation or retirement, the "new PDS" is the HOR, or authorized HOS of the member under U5130-A1.

C. Delivery Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port via Storage Facility. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger POE, the member is authorized:
 - a. MALT for one authorized traveler for the official distance from the old PDS to the designated storage facility; and
 - b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the designated storage facility to the passenger POE. *The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for direct travel from the old PDS to the passenger POE.*

In addition, the member receives a flat per diem at the CONUS Standard per diem rate, and per diem for dependents' travel (see par. U5210). The flat per diem is computed for the actual travel time not to exceed the allowable travel time for travel from the old PDS to the designated passenger POE (see par. U5160).

2. Delivery - Travel to Storage Facility via Passenger Port. A member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate for the official one-way distance from the passenger port to the designated storage facility. *Reimbursement for travel back to the passenger POE is not authorized.*

D. Pick-up Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger POD to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5015-A1 and/or U5105-B1) for the official distance from the designated storage facility to the new PDS; and

2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility. *The reimbursement for transportation from the passenger POD to the designated storage facility shall not exceed the cost for direct travel from the passenger POD to the new PDS.*

In addition, the member receives a flat per diem at the CONUS Standard per diem rate, and a per diem for dependents' travel (see par. U5210). The flat per diem is computed for the actual travel time not to exceed the allowable travel time from the passenger transportation terminal to the new PDS (see par. U5160).

E. Delivery/Pick-up from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS with TDY en route, is authorized:

- a. MALT for one authorized traveler for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. MALT for one authorized traveler for the official distance from the TDY station to the designated storage facility; and
- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the designated storage facility to the passenger POE. *The reimbursement for transportation from the designated storage facility to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.*

In addition, member receives a flat per diem for the travel not to exceed the allowable travel time from the TDY station to the passenger transportation terminal (see par. U5160-C).

NOTE: *When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowance for the dependent(s) are computed using par. U5220.*

2. Pick-Up in Connection with TDY En Route. A member who picks up a POV from a designated storage facility in connection with PCS travel to/from an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or MALT for POC travel (see par. U5015-A1 and/or U5105-B1) for direct travel from the passenger POD to the designated storage facility;
- b. MALT for one authorized traveler for travel for the official distance from the designated storage facility to/from the TDY station; and
- c. MALT for one authorized traveler for the official distance from/to the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for pars. U5468-E2a and U5468-E2b shall not exceed the travel and transportation cost from the passenger POD to the TDY station. In addition, the member receives a flat per diem for the travel in pars. U5468-E2a and U5468-E2b not to exceed the amount for the allowable travel time (see par. U5160-C) from the passenger transportation terminal to the TDY station.

F. Costs Not Allowed. When a mobile home is transported by the Government under par. U5510-A or transported at personal expense by the member who is reimbursed for actual transportation costs under par. U5510-B, with the exception of those costs listed in par. U5505-E, the following costs shall not be allowed:

1. all costs for replacement parts, structural repairs, brake repairs, tire purchases, and for any repairs or maintenance performed en route, except as provided in par. U5505-E, item 13 (member should ensure that body, frame, springs, wheels, brakes, and tires are in good condition; any extra HHG placed in the mobile home must not result in an overload condition that could result in damage and repair charges);
2. all costs of insurance or excess valuation over the carrier's maximum liability as stated in the carrier's tariffs; and
3. all costs of special handling requested by the member.

U5510 METHODS OF SHIPMENT

A. Government-procured Transportation. At the request of a member or dependent entitled to mobile home allowances, and subject to the member's or dependent's written agreement to pay any excess costs involved (see par. U5505-F), the Government shall arrange for transportation of the member's mobile home by commercial or Government means to and from the points authorized in this Part and pay all transport costs, up to what it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS, or between transport points otherwise authorized in this Part. The measure of entitlement for mobile home transportation for a lesser distance than that authorized is the cost for transportation of the member's PCS weight allowance for the authorized distance rather than the lesser distance the mobile home was actually transported. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to determine the member's maximum entitlement. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance shall be determined by using the method the Service would have selected to move the member's HHG.

B. Reimbursement for Personally-procured Transportation

1. General. A member or, the dependent of a deceased member, entitled to mobile home allowances under par. U5500 may transport a mobile home at personal expense or arrange or contract personally with a commercial transporter (see Appendix A) for transportation and be reimbursed for the transportation cost (as prescribed in pars. U5510-B2, U5510-3, and U55104) up to what it would have cost the Government to transport the member's PCS weight allowance from the old to new PDS or between points otherwise authorized in this Part. For Services whose HHG shipments are arranged under MTMC regulations, 105 percent of the Code 1 segmented line-haul and 105 percent of the Code 1 max-pack base line rates shall be used to determine the member's maximum entitlement. For NOAA and PHS, what it would have cost the Government to transport the member's PCS weight allowance shall be determined by using the method the Service would have selected to move the member's HHG.

2. Mobile Home Designed to Be Moved Overland by Towing. Reimbursement shall be for actual transportation costs subject to the limitations contained in pars. U5505-E and U5505-F. Reimbursement shall not exceed that provided for in par. U5510-B1. Reimbursement is authorized for temporary storage in par. U5555.

3. Self-propelled Mobile Home Driven Overland. Reimbursement is:

- a. at the automobile mileage rate (see par. U2600) for the official distance between the points authorized in this Part, or
- b. for actual transportation costs subject to the limitation in pars. U5505-E and F.

Reimbursement shall not exceed the amount in par. U5510-B1. Reimbursement is authorized for SIT in par. U5555.

4. Self-propelled Mobile Dwelling Driven Over Water. Reimbursement is:

- a. for actual transportation costs subject to the limitations contained in pars. U5505-E and U5505-F, or
- b. the automobile mileage rate (see par. U2600) per overland mile for the official distance between the points authorized.

Reimbursement shall not exceed the amount in par. U5510-B1. Reimbursement is authorized for temporary dry storage in par. U5555.

U5515 FACTORS AFFECTING MOBILE HOME TRANSPORTATION

A. Election of Mobile Home Allowances. Applications for Government mobile home transportation under par. U5510-A and claims for reimbursement under par. U5510-B must be supported by a member-signed statement that the member:

1. understands that application for shipment or acceptance of payment for mobile home transportation precludes unaccompanied baggage and HHG transportation for PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable (unless such HHG were removed from the mobile home for safe transportation under par. U5515-G); and
2. has not requested or accepted payment for and shall not request or accept payment for transportation of the member's PCS weight allowance at Government expense with PCS moves within CONUS, within Alaska, or between CONUS and Alaska, as applicable.

*A member may receive allowances for mobile home transportation to a designated place under par. U5505-C5 and may later ship unaccompanied baggage and HHG or transport a mobile home under par. U5505-C6.

B. Breakdown of, Damage to, or Destruction of a Mobile Home En Route. When mobile home delivery at the authorized destination is precluded by breakdown, damage, or destruction of the mobile home while en route under circumstances beyond the member's control, mobile home allowances are authorized to the point where the mobile home was transported. The member may subsequently ship HHG under par. U5330-F5.

C. Improper Shipments. When a mobile home is transported to an improper destination through no fault of the member, the mobile home may be transported therefrom to the proper destination upon authorization/approval of the appropriate transportation officer of the Service concerned. In such cases, the member's obligation shall not exceed that which would have been incurred had shipment been made to the proper destination by the direct route.

D. Orders Amended, Modified, Canceled, or Revoked. When under par. U5510-A or U5510-B, a member's mobile home is transported after PCS orders are received and such orders are later amended, modified, canceled or revoked, the member is entitled to mobile home allowances to the original destination (if transportation thereto was completed) or to the point the mobile home was intercepted en route and then to the ultimate new PDS, to another place authorized in this Part, or return to the old PDS, as appropriate. Each segment of such moves shall be computed separately.

E. Mobile Home Transportation from Prior PDS. When a member's mobile home has been retained at some prior PDS, mobile home allowances are authorized from the last PDS:

1. to which unaccompanied baggage and HHG were transported at Government expense;
2. to which mobile home allowances were paid; or
3. at which eligibility to elect mobile home allowances first accrued;

CHAPTER 7
TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL
CIRCUMSTANCES AND CATEGORIES

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U7961

ATTENDANT'S TRAVEL FOR SPECIALTY CARE OVER 100 MILES

- A. General
- B. Member as Attendant
- C. Civilian Employee as Attendant
- D. Other Person as Attendant

Example 1:

Member's PDS is in Germany and the member's emergency leave location is Denver, CO. The closest CONUS international airport with a scheduled flight is JFK.

City pair to JFK is \$1,200.

City pair to Denver is \$1,400.

Least cost non-city pair fare to Denver is \$1,600.

Since travel to Denver is more expensive than travel to JFK the city pair fare may not be used to Denver. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

Example 2:

Member's PDS is in Germany and the member's emergency leave location is Atlanta, GA. The closest CONUS international airport with a scheduled flight is JFK.

City pair trip cost to JFK is \$1,200.

City pair fare to Atlanta is \$980.

Since travel to Atlanta, GA, is less expensive than travel to the closest international airport, JFK, the member is authorized city pair fare to Atlanta (\$980) NTE the \$1,200 cost to JFK.

1. Members and Dependents OCONUS. For members described in pars. U7205-B1a and U7205-B1b and dependents described in pars. U7205-B2a and U7205-B2b:

a. Authorized originating locations are:

- (1) a member's PDS;
- (2) dependents' other OCONUS location; or
- (3) member's or dependents' location when notified of the personal emergency;

b. Authorized destination points are:

(1) Either:

(a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; ****NOTE: This creates a cost limit to be used for transportation.*** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.); or

(2) an airport in a nonforeign OCONUS area (see Appendix A); or

(3) any other OCONUS location, as determined by the Secretarial Process.

****NOTE: There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is on personal leave in CONUS when the emergency occurs.***

*2. Members and Dependents in CONUS. For members described in par. U7205-B1c and dependents described in par. U7205-B2c:

- a. Authorized originating locations are the international airports nearest the:
 - (1) member's PDS, or
 - (2) member's or dependents' location when notified of the personal emergency.
- b. Authorized destination points are:
 - (1) an international airport in a non-foreign OCONUS area, or
 - (2) any other OCONUS location, as determined by the Secretarial Process.

NOTE: *There is no entitlement to one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is on personal leave OCONUS when the emergency occurs.*

U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT

1. Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are authorized round-trip (if applicable) personal emergency transportation between the TDY/unit location or ship and the:
 - a. PDS,
 - b. homeport, or
 - c. other location.
2. Space-required Government transportation must be used if reasonably available, otherwise transportation entitlements are the same as if traveling on TDY. ***NOTE:*** *The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.*
3. Transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the transportation cost between the TDY/unit location and the PDS or homeport.
4. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's transportation cost to the PDS directly from the other location is limited to the balance of the transportation cost from the TDY/unit location to the PDS not used under item 3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).
5. The locations listed in par. U7206, item 1 above are official travel locations (including par. U7206, item 1c 'other location'), and therefore available contract city pair fares may be available for use. ***If the member travels to a more expensive 'other location' city pair fares are not authorized to the other location.***

NOTE: *The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.*

Example 1:

Member's PDS is Ft. Belvoir, VA, member is TDY to Ft. Campbell, KY and the member's emergency leave location is Denver, CO.
No city pair from Ft. Campbell to Ft. Belvoir and the least cost unrestricted fare (incorporating some city pair fare connections) is \$400.
City pair from Ft. Campbell to Denver is \$500.
Least cost non-city pair fare to Denver is \$600.

Since travel to Denver is more expensive than travel to Ft. Belvoir the city pair fare may not be used to Denver. The member is financially responsible for the additional cost (\$600 - \$400 = \$200).

Example 2:

Member's PDS is Ft. Belvoir, VA, member is TDY to Ft. Hood, TX and the member's emergency leave location is Atlanta, GA.

City pair trip cost from Ft. Hood to Ft. Belvoir is \$320.

City pair fare to Atlanta is \$280.

Since travel to Atlanta, GA, is less expensive than travel to the PDS, Ft Belvoir, the member is authorized city pair fare to Atlanta (\$280) NTE the \$320 cost to Ft. Belvoir.

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. FEML policy is established in DoD Directive 1327.5 (Leave and Liberty), subsection 6.19.

B. Eligibility

1. Members. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.
2. Dependents. Dependent(s) are eligible for FEML if they:
 - a. are command sponsored, and
 - b. reside with the member at the FEML PDS.

C. Limitation

1. Number of FEML Trips

- a. The number of FEML trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

| Tour Length | Number of FEML Trips Authorized |
|---|---------------------------------|
| a. at least 24 months, but less than 36 months | 1 |
| (1) tour <i>extended</i> at least 12 months | 1 additional |
| b. at least 36 months. | 2 |
| (1) tour <i>extended</i> for any length of time | 0 additional |

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

*c. Personnel taking *IPCOT assignments* are entitled to additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEML trips during that 36-month tour.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.
2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares *may* be available for use. *If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.*

NOTE: *The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.*

Example 1:

Member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.

No city pair to Frankfurt, Germany and the least cost unrestricted fare (incorporating some city pair fare connections) is \$1,200.

Member desires to utilize FEML to Boston, MA.

City pair to Boston is \$1,400.

Least cost non-city pair fare to Boston is \$1,600.

Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city pair fare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).

Example 2:

Member's PDS is in Brazil and the authorized destination is Miami, FL.

City pair trip cost is \$980

Member desires to utilize FEML to St. Louis, MO.

City pair fare to St. Louis is \$840.

Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city pair fare to St. Louis (\$840) NTE the \$980 cost to Miami.

4. Location Designation/Recertification

- a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

- b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

- c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) *before* the indicated recertification date.

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

- a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
- b. may use commercial air transportation if military air transportation is not reasonably available, and
- c. may not use cruise or tour packages.

NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.

3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).

4. Reimbursement

- a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. *(See par. U3320, and Chapter 3, Part E.)*
- b. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

****F. Per Diem. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.***

U7210 CONVALESCENT LEAVE TRANSPORTATION

A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:

1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process, and
2. from the selected place to the place of original medical treatment or to a different medical treatment facility.

B. Transportation Allowances. A member performing travel under par. U7210-A is entitled to select:

1. transportation in kind,
2. reimbursement for the commercial transportation cost when the member travels at personal expense, or
3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under par. U7210-B2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel. When land travel is performed partly at personal expense and partly by Government transportation, reimbursement is prescribed in par. U5105-E2. ***Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.***

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Entitlement. Members are entitled to MALT PLUS under par. U5105-B for a portion of return travel to their assigned ships that relocate during their absence on authorized leave or liberty (pass), but only if they are not notified of the relocation before their departure.

B. Limitation. MALT PLUS is payable for the additional distance, if any, members must travel to return to a ship's new location over that required to return to its old location, but only for the additional distance that does not exceed the distance between the ship's old and new locations.

C. Special Circumstances

1. Members without Funds. Members without funds, who receive land transportation under Part N of this Chapter, receive MALT PLUS under this paragraph, if otherwise eligible.

2. Transoceanic Travel. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government-procured transportation cost must not exceed the cost for transportation between the ship's old and new locations.

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Entitlement. Eligible members are entitled to the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

- a. beginning the day they depart from the leave location or place they receive orders canceling leave, and ending the day of arrival at the duty station; and
- b. if authorized to resume leave, beginning the day they depart from the duty station, and ending on the day of arrival at a leave location no farther distant from the duty station than the place they received orders canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

- a. actual contingency or emergency war operations, or
- b. an urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) within 24 hours of departure, or
 - (2) more than 24 hours after departure, if the commanding officer authorizes/approves after determining that:
 - (a) a substantial portion of the scheduled leave period has been eliminated by the recall, or
 - (b) the purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

*E. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for R&R.*

***U7305 TRANSPORTATION FOR SR&R ABSENCE**

Effective 10 March 2003

A. Entitlement. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18) (<http://www.dtic.mil/whs/directives/corres/html/13275.htm>) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 U.S.C. §705(b)). A member may travel to an alternate destination and return at a cost not to exceed the cost of round-trip transportation between the OCONUS PDS and the nearest CONUS port.

B. Eligible Members. Enlisted members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are entitled to basic pay,
2. have a specialty designated for SR&R purposes,
3. complete a tour of duty at a designated OCONUS PDS,
4. extend that tour for not less than a year, and
5. do not elect a non-transportation option under 10 U.S.C. §705.

Effective 10 March 2003

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized. If possible, members must use one or the other of them. If neither is available, the member must procure round-trip commercial transportation via an available CTO per par. U3120 with reimbursement for:

1. transoceanic travel and overland air travel under par. U5116-D,
2. overland surface travel at actual cost, and
3. POC travel at actual cost as in par. U3305-B.

NOTE: *Reimbursement for the round-trip transportation cost to an alternate destination shall not exceed the round-trip transportation cost between the OCONUS PDS and the nearest CONUS port.*

D. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for SR&R.*

Effective 10 March 2003

E. Alternate Destination. A destination location (other than the nearest CONUS port) a member selects. Travel to and from the alternate location is official travel, and therefore contract city pair fares may be used but only if the contract city-pair fare to the alternate destination does not exceed the cost of the contract city-pair fare to the nearest CONUS port.

NOTE: *The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.*

Example 1:

Member's PDS is in Germany and the nearest CONUS port is Baltimore. Member wants to travel to Denver.

City pair to Baltimore is \$1,200.

City pair to Denver is \$1,400.

Least cost non-city pair fare to Denver is \$1,600.

Since travel to Denver is more expensive than travel to Baltimore the city pair fare may not be used to Denver. The member is financially responsible for the additional cost ($\$1,600 - \$1,200 = \$400$).

Example 2:

Member's PDS is in Germany and the nearest CONUS port is Baltimore. The member wants to travel to Atlanta, GA.

City pair trip cost to Baltimore is \$1,200.

City pair fare to Atlanta is \$980.

Since travel to Atlanta, GA, is less expensive than travel to the nearest port, Baltimore, the member is authorized city pair fare to Atlanta (\$980) NTE the \$1,200 cost to Baltimore.

U9114 SUBMISSION OF HOUSING REPORTS

For submission of housing reports, see Appendix M.

U9115 INTERIM OHA

A. General. A member who is required to procure non-Government family type housing before dependents arrive is entitled to OHA as a member with dependents for a period starting on the procurement date and stopping either 60 days later, or on the day before the day the dependents arrive in the PDS vicinity, whichever occurs first. The Secretarial Process may authorize/approve entitlement beyond the 60-day maximum when it is factually determined that delayed dependent arrival was for reasons beyond the member's control. Entitlement under this paragraph is not affected by assignment to or use of Government quarters. A member entitled to OHA under this paragraph is not thereafter entitled to TLA authorized in par. U9200. OHA as a member without dependents is not payable during the period a member is entitled to an allowance under this paragraph.

B. Conditions. The interim OHA is payable only when supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose, that the member:

1. has applied for dependent transportation to the PDS;
2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and
3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

SEE APPENDIX K, PART II FOR DETAILED INFORMATION ON AREAS WITH RENTAL ADVANCE PROTECTION UNDER OHA.

A. Entitlement

1. Advance Rent – General. Rental payments should be made on a month-to-month basis whenever possible. This avoids the need for rental advances and attendant issues.
2. Advance Rent of Less than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see par. U9116-A2. below), security deposits, and/or MIHA-related expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.
3. Advance Rent of 4 or More Months. Rental advances of 4 or more months (but not for period longer than a year) may be made only for the locations authorized by PDTATAC. Requests for a rental advance of 4 or more months are considered for approval if the requirement for the advance rent exists due to:
 - (a) law,
 - (b) local custom for everyone, including local nationals, or

(c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests to add authorized locations where rental advances of 4 or more months may be paid must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

Director
Per Diem, Travel and Transportation
Allowance Committee
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

****NOTE: Once a location is authorized by PDTATAC and listed in Appendix K, Part IV as a country currently designated as authorized for rental advances, individual requests may be authorized by the Senior Officer in country or designee.***

B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case may the advance payment exceed

1. the anticipated housing expenses, or
2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. ***Expenses identified by a member for purchase of real estate or living accommodations must not be considered.***

C. Liquidation

1. Repayment within 12 Months. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Collection action should begin on the first day of the month after payment of the advance.
2. Postpone Collection Start. When justified by the member and authorized by an official designated by the Service concerned, the collection start may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's tour at the PDS.
3. Advance Rent Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of advance rent until the member vacates the housing for which the advance rent was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
4. Security Deposit Repayment Postponement until the Member Vacates Housing. An official designated by the Service concerned may postpone repayment of the entire amount of a security deposit of \$500 or more until the member vacates the housing for which the security deposit was paid. Repayment period may be postponed if earlier repayment during the member's tour would create an excessive economic burden.
5. Recouping Lump Sum Returned by Landlord. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord must be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule.

6. Currency Fluctuation Effects. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in par. U9116-D.

7. Pay System Reporting of Monthly Rent. In countries where rate protection for advance rent, per par. U9116-D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. The protection is for losses incurred on or after July 1, 1997. PDTATAC has announced previously the countries receiving advance rent currency exchange rate protection for the period July 1, 1997 through November 16, 1997. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rent ceiling in effect at the time of the advance, or
2. any higher rent ceiling implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H3 regarding station allowances application to member of Reserve components called or ordered to active duty, or active duty for training.

PART C: TEMPORARY LODGING ALLOWANCE (TLA)**U9200 GENERAL**

A. Purpose. TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings:

1. Upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at an activity within the new OCONUS PDS limits (B-208740, January, 31 1983) and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available;
- *2. When based on the OCONUS TLA Authority's written guidance, the appropriate official determines that for reasons beyond the member's control (does not include a ship entering any type of maintenance availability), it is necessary for a member, once established in permanent quarters in the PDS vicinity, to vacate permanent quarters permanently or temporarily, and to use temporary lodgings in the PDS vicinity while looking for other permanent quarters or waiting to reoccupy the vacated permanent quarters;
3. While seeking permanent housing following a TDY period when a member without dependents vacated permanent housing before a TDY assignment of 90 or more days (59 Comp. Gen. 486 (1980));
4. Immediately preceding PCS departure from an OCONUS PDS (includes reporting for TDY at a location within the old OCONUS PDS limits (B-208740, January 31, 1983) after Government quarters are vacated in connection with a PCS order or after giving up other permanent accommodations;
5. During a member's hospitalization period while en route between PDSs when dependents are required to use OCONUS temporary lodgings during the hospitalization period; or
6. A member who retires, stays in the PDS area, and then moves at a later date is not eligible for TLA.

B. Implementation

1. In countries/areas where only one Service is represented, the senior commander (OCONUS TLA Authority) must issue written TLA guidance for the country/area.
2. In countries/areas where more than one Service is represented, the senior commander/designee (i.e., the OCONUS TLA Authority) must issue written guidance for all Services in the country/area. The OCONUS TLA Authority may delegate authority as determined appropriate to judiciously administer TLA.
3. *A copy of the written material, and changes to/re-issuances of the written material implementing this authority, must be provided to:*

Director, PDTATAC
Attn: T&T Branch
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

for review IAW DoDD 5154.29 before implementation. This written material must be coordinated in the country/area with the Services present there, must be consistent with this paragraph, and must be designed to uniformly authorize TLA to members of all Services.

U9201 TLA PAYMENT CONDITIONS**A. General**

1. TLA may be authorized when it is mandatory that a member, the dependents, or both occupy temporary lodgings at personal expense.
2. Non-occupancy of accommodations during a portion of the authorized TLA period does not prevent authorization for other days during the TLA period.
3. An initial TLA period and an additional authorized TLA period do not have to be continuous.
4. A member serving an all-others tour under pars. U9109-B and U9155 is not authorized TLA when an available Government mess is not used or available Government quarters are not occupied because non-command sponsored dependents are in the PDS vicinity.

B. OCONUS TLA Authority Responsibilities**1. TLA Authorization Determination**

- a. The OCONUS TLA Authority causes the determination to be made whether or not it is necessary for the member and/or dependent(s) to occupy temporary lodgings when they first arrive at, or immediately before they leave, an OCONUS PDS.
- b. If temporary lodgings occupancy is necessary, the requirements below must be met for TLA payment.
- c. If Government quarters are not available, finance regulations may require the member's written certification to support any voucher documentation submitted.
- d. *When Government quarters are available and other lodgings are used, lodging reimbursement is limited to the Government quarters' cost (see par. U1045).*
- e. It is the OCONUS TLA Authority's responsibility to ensure that the member is advised:
 - (1) Upon arrival, of the responsibility to aggressively seek permanent quarters (not applicable when it is known that the member is assigned Government quarters), and to follow up and review (at intervals of 15 or fewer days as determined by the TLA Authority) the member's progress in obtaining permanent quarters;
 - (2) Upon arrival, of the requirement to register with an official and to keep that official periodically informed (at intervals of 15 or fewer days as determined by the TLA Authority) of progress in obtaining permanent quarters. ***NOTE: The member does not have to report progress in obtaining permanent quarters when it is known that the member is assigned Government quarters.***
 - (3) Of the responsibility to furnish a statement indicating TLA commencement and/or termination;
 - (4) Of any limit on the number of authorized TLA days (for arrival or departure) and of any written justification requirement for an allowance extension to the maximum number of days in pars. U9202 and U9204;
 - (5) Of the requirement to relocate to other permanent quarters or to reoccupy the quarters formerly occupied, as soon as practical if the conditions in par. U9200-A2 apply;
 - (6) That TLA authorization depends on the expenses incurred at the temporary lodgings (excluding lodging expenses when staying with friends or relatives) and of the need to obtain and keep receipts for lodging expenses to support TLA payment;

(7) Of the list of recommended temporary lodgings and provided encouragement to use these recommended facilities; and

(8) That lodging expenses are not allowed while staying with friends/relatives.

If under written guidance of the OCONUS TLA Authority a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA authorization must be denied.

2. Determining Additional TLA Periods

a. In addition to the responsibilities in par. U9201-B1, before authorizing/approving additional TLA periods upon initial arrival (par. U9202-F), delayed departure (par. U9204-C), or early permanent housing termination (par. U9204-D), the OCONUS TLA Authority's written guidance is used to determine whether or not an undue financial hardship can result if an additional TLA period is not authorized/approved.

b. *Personal inconvenience to a member/dependents is never a determining factor.*

c. Applications for additional TLA periods must establish the need for continuance.

d. In the written guidance regarding making the continuation determination, the OCONUS TLA Authority must direct consideration of the daily amount of:

(1) TLA the member has received or will receive;

(2) Current and estimated expenses for temporary lodgings occupancy;

(3) Housing allowance for members who have one or more command sponsored dependents in the OCONUS PDS vicinity, on whose behalf the member is authorized TLA, and for those with no dependents;

NOTE 1: Housing allowance is not a consideration when it is paid for dependents at a place other than the member's PDS, or at the with-dependent rate to a member receiving TLA for the member only.

(4) FSH.

e. If a member is not expected to incur any excess costs or suffer undue financial hardship, the OCONUS TLA Authority's written guidance should require disapproval of any additional TLA period.

3. Economical TLA Administration

a. TLA costs should be minimized by effective OCONUS TLA Authority guidance and management attention at all levels to:

(1) Preclude the need for TLA,

(2) Shorten the authorization period, and

(3) Reduce the amount payable.

b. The following duties should be emphasized in the OCONUS TLA Authority's written guidance to help the member locate permanent quarters. The guidance should ensure that:

- (1) Existing Government transient facilities are used to the fullest possible extent by members and/or dependents upon PDS arrival and/or departure by limiting the transient billets use by non-duty personnel (e.g., members on leave and their dependents) and making them more available to members in a TLA status and/or their dependents;
- (2) Leased quarters furnished and equipped for housekeeping for temporary occupancy by families upon arrival/departure are used when practical;
- (3) Contact with the local permanent housing market is maintained and incoming families are furnished with reliable, realistic, and current information concerning permanent housing location, availability, description, and cost;
- (4) Use of temporary lodgings, with facilities for preparing and consuming meals, is promoted;
- (5) Members are aware of Government-owned furniture, maintained for temporary loan to arriving and departing families to occupy permanent quarters before the HHG arrive and continue occupancy after the HHG have been picked up for shipment before the member and/or dependents depart;
- (6) Permanent quarters are occupied as soon as possible upon arrival and are not vacated sooner than necessary upon departure, and cause TLA termination on the day before the date quarters could reasonably be occupied, when quarters are not occupied;
- (7) That requirements for dependent travel authorizations contain advice to the member about appropriate items for inclusion unaccompanied baggage (e.g., blankets, linens, kitchen utensils, dishes, and tableware);
- (8) That interim housing allowance (see par. U9115) is prescribed in lieu of TLA to the fullest extent practical; and
- (9) An up-to-date list of approved temporary lodgings is maintained, and that lodging inspections are provided at appropriate intervals.

U9202 INITIAL ASSIGNMENT

A. General

1. TLA authorization for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. A period in addition to 60 days may be authorized/approved for the specific reasons in par. U9202-F. The 60-day period begins on the same date as OHA and COLA (see pars. U9101-A and U9151-A). TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS).
2. At the end of the first 15 or fewer day TLA period specified in par. U9201-B1e(1), or the longer period authorized under extenuating circumstances, the OCONUS TLA Authority's guidance should address review of the member's situation to determine the progress in obtaining permanent housing.
3. If the member's efforts appear deficient, the member must be reminded of responsibilities in the matter. Unexcused failure to comply with the diligent search requirement should result in TLA forfeiture (not applicable when it is known the member is awaiting assigned Government quarters).
4. The members absence due to TDY, maneuvers, being aboard ship, sickness, hospitalization, serious illness of dependents, or other acceptable reasons, excuses the member's failure to aggressively seek permanent housing during the absence, illness, etc., and postpones the date for submitting information required by par. U9201-B1. This applies when evaluating the member's progress toward obtaining permanent housing and in determining TLA authorization/approval during each succeeding period.

5. Unless TLA is terminated sooner for one of the reasons in par. U9201-B3 or this Part, TLA ceases on the day before the day that permanent quarters are occupied and with the exception of the extra lodging charges allowable (see pars. U9207-A2, U9207-C and U9207-D). No expenses incurred on the permanent quarters occupancy day are allowable in computing TLA.

6. TLA accrual provisions (par. U9207-E) are applied in computing TLA upon arrival.

B. TLA when Entitled to Monetary Allowance in Lieu of Transportation (MALT) Plus Flat Per Diem. When MALT plus flat per diem is payable on the reporting day to a new PDS, TLA for the member/dependent(s) is not authorized for that day.

C. TLA when Entitled to Per Diem (Chapter 4, Part B)

1. Reporting Day to PDS. When a member and/or dependents occupy temporary lodgings on the reporting day to the new PDS, the member may be authorized TLA for the member and/or dependents. Lodging costs incurred after travel status termination on the first reporting day are included as TLA expenses.

2. Period while Awaiting Ship Arrival

a. When a member is in a per diem status at the OCONUS homeport awaiting arrival of the ship to which assigned, TLA on the member's behalf is not payable during the waiting period beginning the arrival day at the homeport and extending through the day before the actual reporting day aboard the ship as the member is in a temporary duty status awaiting the ship's arrival and eligible for per diem.

b. Except on the reporting day to the ship (par. U9202-C1), lodging costs for quarters jointly occupied by the member and dependents is apportioned 50% for the member and 50% for dependents (regardless of the number of family members) when a member in a per diem status is receiving TLA for dependents while at the homeport.

c. On the actual reporting day aboard the ship, lodging allowance costs for quarters jointly occupied by the member and dependents are not divided up; the entire lodging cost (100%) is included as a TLA expense.

d. The number of dependents occupying temporary lodgings in the PDS area, or the homeport when the new PDS is a ship, determines the TLA rate payable on behalf of dependents for days when a member is entitled to per diem.

3. TDY/Deployment Period while Away from New PDS. A member receiving TLA who is ordered on TDY after arrival at a new PDS, or who is ordered on deployment from the homeport or permanent duty location of the ship, staff or afloat unit, may continue to receive TLA on the member's behalf and may include the member's share of the temporary lodging cost as a TLA expense when, because of the member's military assignment, those temporary quarters must be retained at the new PDS or the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with, or have attached, certification that retaining those quarters was because of military necessity and not because of the member's personal choice/convenience.

D. TLA when Member Arrives before Dependents. When a member arrives at an OCONUS PDS before the dependents, the member may be authorized TLA if the conditions in par. U9201-A are met. Upon the dependents' arrival, TLA also may be authorized/approved for the member and/or dependents for the period the member/dependents are required to use temporary lodgings. If the dependents arrive after the initial 60-day period in par. U9202-A expires, an additional TLA period may be authorized under par. U9202-F whether or not TLA was paid during the initial 60-day period.

E. TLA during Hospitalization Period. A member receiving TLA, who is hospitalized after arrival at a new PDS may continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost as a TLA expense, when, because of the member's hospitalization, those quarters must be retained at the new PDS.

The member's order must be annotated, or have attached, certification that retaining those quarters was because of military necessity (i.e., the member's hospitalization) and not because of member's personal choice/convenience.

F. Additional TLA Period. The OCONUS TLA Authority's authorizing/approving official(s) (par. U9200) may authorize/approve a period in addition to the initial 60-day maximum which may follow immediately after the initial period or begin at some later date after expiration of the initial 60-day period. The additional period may be authorized/approved when any of the following reasons exist and the reason(s) are determined to be beyond the member's/dependents' control:

1. Non-arrival of HHG;
2. Delay in availability of/assignment to Government quarters due to Service requirements;
3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances that make normally available or anticipated housing temporarily or permanently uninhabitable or unavailable;
4. Withdrawal of housing from the market by a landlord;
5. Member is unable to secure housing considered by the housing officer to be suitable to the member's needs, in an acceptable location, and comparable to and within the price range of housing currently being used by other members in the area;
6. Member/dependent(s) are hospitalized or the member's duties require the member to be away from the PDS (homeport, if attached to a ship) resulting in curtailment of opportunities to arrange for permanent living accommodations. The additional TLA period is authorized/approved in increments of 10 or fewer days.

U9203 ALLOWANCE UNDER SPECIAL CONDITIONS

A. Member Must Vacate Established Permanent Quarters in PDS Vicinity

1. The TLA period for situations in par. U9200-A2, is for the entire period the member is required to use temporary lodgings if authorized/approved by the OCONUS TLA Authority.
2. TLA begins the day temporary lodgings are first used and ends on the day before the day permanent quarters are reoccupied or when the OCONUS TLA Authority determines the allowance is no longer justified.
3. TLA computation does not include any expenses incurred before the TLA period begins or after it ends, except for extra lodging charges authorized in par. U9207-A2, U9207-C or U9207-D.
4. TLA is to be terminated if the OCONUS TLA Authority determines that TLA is no longer necessary due to there being no excess costs or if the member fails to accept adequate Government quarters or diligently search for permanent private-sector quarters.

B. Deployment Period while Away from PDS. A member receiving TLA who is ordered on deployment from the homeport of the ship, staff or afloat unit, is authorized to continue to receive TLA on the member's behalf and may include the member's share of temporary lodging cost when, because of the member's assignment, those temporary quarters must be retained at the homeport or permanent duty location of the ship, staff, or afloat unit (59 Comp. Gen. 58 (1979)). The member's order must be annotated with or have attached, certification that retaining those quarters was because of military necessity and not because of the member's personal choice/convenience.

C. TLA when Tour Is Converted. A member whose tour is converted to an accompanied tour may be eligible for TLA for the member and command-sponsored dependents who were dependents on the effective date of the PCS order to the OCONUS PDS if par. U9201-B conditions are met. The member must make every reasonable effort to find suitable housing for dependents before they arrive. TLA may be authorized/approved for the member and dependents only if the member, for reasons beyond the member's control, is unable to find suitable housing for the dependents before they arrive.

AUTHORIZED. The giving of permission before an act.

AUTHORIZING/ORDER-ISSUING OFFICIAL. The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

AUTOMOBILE MILEAGE RATES: *See MILEAGE (ALLOWANCE).*

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. **NOTE:** *Baggage may accompany a traveler or be transported separately.*

BAGGAGE, ACCOMPANIED. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

BAGGAGE, HOLD. Unaccompanied baggage that is transported in the hold of a ship.

BAGGAGE, UNACCOMPANIED. That part of a member's prescribed weight allowance of HHG that:

1. is not carried free on a ticket used for personal travel,
2. ordinarily is transported separately from the major bulk of HHG, and
3. usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: *Unaccompanied baggage in connection with permanent duty and COT/PCOT travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.*

NOTE 2: *In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

BLANKET TRAVEL ORDER. *(Also called Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.)* An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. *(Also see Travel Orders.)* **NOTE:** *Blanket travel orders are not used in DTS.*

CALENDAR DAY. The 24-hour period from one midnight to the next midnight. **NOTE:** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400.)*

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

***CIRCUITOUS TRAVEL.** Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved. *Also referred to as Indirect Travel.*

COMMAND, UNIFIED. A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. ***NOTE: The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.***

COMMAND SPONSORED DEPENDENT. See ***DEPENDENT, COMMAND SPONSORED.***

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404. ***NOTE: This does not include regularly scheduled courses of instruction conducted at a Government or commercial training facility.***

CONSECUTIVE OVERSEAS TOUR (COT). (Also see ***IN PLACE CONSECUTIVE OVERSEAS TOUR.***) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

(CONTRACTED) COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services for official travel under a contract and/or memorandum of understanding with the Government.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)

The DoD standard source for worldwide distance information based on city to city distance (***not*** zip code to zip code) replacing ***all*** other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://www.dtod-mtmc.belvoir.army.mil>.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Contract Management Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics

Even though nonstop service is heavily favored, it is not always available or the best value. Some of the reasons that connect service is awarded are as follows

- There is no nonstop carrier for a specific route.
- The nonstop carrier did not offer on the city-pair. Some carriers have so much traffic on certain routes that they do not want the Government business for the route.
- The nonstop carrier did not meet the minimum requirements as outlined in the RFP. For example, the nonstop flights might be too late at night to be beneficial for our Federal traveler.
- The non-stop carrier has offered an unreasonably high price.
- The connect service carrier has offered a fare so low that it was the best overall value, even considering all the advantages of nonstop service.

10. Can't GSA make a carrier add nonstop service?

No. Even though the City-Pair Program is huge, with sales well over \$1 billion per year, it still represents only about 2% of the airlines business. Unless the commercial traffic warrants it, a carrier will not add a new route or improved service levels for the Government.

11. Can you require the airlines to offer smoke free international flights?

GSA is buying a commercial service under the same terms and conditions as other buyers. Thus, GSA does not have the authority to require the airlines to offer smoke free flights. However, the Department of Transportation is working closely with the airline industry to encourage them to offer smoke free flights. There is an exception in the contract to the use of the contract carrier when smoking is permitted on the contract flight (see paragraph 5, above, last exception listed).

12. Can I use a contract fare for personal travel? What if the personal travel is being taken in conjunction with official government travel?

No. Use of contract fares is limited to official travel only. If personal travel is being taken in conjunction with official government travel, the contract fares cannot be used for that portion of the trip that is personal.

Example:

Travel authorization states the official travel itinerary as:

From: Atlanta, GA
 To: San Francisco, CA and
 Return to Atlanta, GA

City-pair one-way contract fare from Atlanta, GA, to San Francisco, CA, is \$251 with United Airlines. Round trip totals \$502.

For personal reasons, employee wants to go to Chicago for several days resulting in the following:

From: Atlanta, GA
 To: Chicago, IL
 From: Chicago, IL
 To: San Francisco, CA and
 Return to Atlanta, GA

Since the portion of the itinerary from Atlanta to Chicago and Chicago to San Francisco is for personal reasons, the employee is not entitled to use the city-pair contract fares for this portion of his trip. Commercial fares are applicable to this portion of the trip. The city-pair contract fare is only applicable to the portion of the trip from Atlanta, GA, to San Francisco, CA, with United Airlines at \$251.

****NOTE: The traveler is responsible for any additional costs when, for personal convenience, a circuitous route is used or the traveler interrupts a direct travel route (e.g., by taking an unauthorized overnight en route). Reimbursement in this case is limited to the transportation cost by a usually traveled direct route on an uninterrupted basis.***

13. Can I combine two contract fares to save money?

If there is a contract fare for the route, the answer is no. If there is no contract fare for the route, the answer is yes.

14. How do I know whether or not there is a contract fare?

Contract fares are identifiable because they normally carry the fare designator YCA. You can ask your Travel Management Center (TMC) or (Contracted) Commercial Travel Office (CTO) or check on the following city-pair website: <http://pub.fss.gsa.gov/citypairs/>.

15. Why does the Government have to pay the Airline Passenger Excise tax? Isn't it exempt from taxes?

The Federal Government is often exempted from state and local taxes. However, the airline passenger excise tax is a federal tax and the Federal Government is subject to it.

16. I live in a city with multiple airports. What is the rule regarding what airport I must use when traveling on official Government business?

Travelers can use the airport which best suit their needs in cities with multiple airports, unless otherwise prohibited by their agency. Cities with multiple airports include, Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco and Washington, DC.

17. The topic refers to a new program for FY02. If fares are booked "early" the Gov't receives a discount to the normal City Pairs Fare. But my question is: How early is early? Thank you!

We are encouraging the Government travelers to book their reservations as early as possible. Once you have decided that a trip is necessary, the reservation should be made. The earlier the reservation the better the chances are that you will receive the additional savings (capacity control fares).

For more information on GSA's Airline City Pairs Program, see the GSA website at <http://www.fss.gsa.gov/citypairs/>, or contact one of the following PoCs below. Phone access should be used *only* by those without access to the internet.

Ms. Linda L. Smith
Contract Specialist
(703) 305-7640

Ms. Andrea Dingle
Contracting Officer
(703) 305-6190

Mr. Thomas Uberto
Contracting Officer
(703) 305-7822

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA)
SUBMISSION CHANNELS

A. General. Except under the circumstances in par. C, submit AEA requests to the appropriate office listed below, the Secretary concerned for specific classified OCONUS missions (*this authority shall not be re-delegated*), or as designated by the Service concerned. The authorizing/order-issuing official, or the official who requires the TDY assignment determines if an AEA is warranted. *Requests should arrive at least 10 days before travel begins.* Authority to authorize/approve AEAs is delegated below.

NOTE: Do not send AEA requests up to 300% directly to the PDTATAC.

*B. AEA Requests Up to but Not Exceeding 150%. Authority to authorize/approve AEA requests, not exceeding 150% (see JFTR, par. U4235 or JTR, pars. C4614-A and C4614-B) is delegated as indicated below.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DoD Field Activities and Defense Agencies not specifically listed: Order issuing/Authenticating/Authorizing official:

a. American Forces Information Service
Attn: RM Administration
601 North Fairfax Street
Alexandria, VA 22314-2007

b. Ballistic Missile Defense Organization
Attn: Director Management Operations
7100 Defense Pentagon
Washington, DC 20301-7100

c. Defense Advanced Research Projects Agency
Office of Administration and Small Business
3701 North Fairfax Drive
Arlington, VA 22203-1714

d. Defense Commissary Agency
Attn: SAA
38th Street and E Avenue
Fort Lee, VA 23801-6300

e. Defense Contract Management Agency
Attn: DCMA-FB
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/ Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/ Assistant Directors at Financial Systems organization/Activities for assigned personnel and other DFAS personnel under their command and control. *This authority shall not be re-delegated.*

g. Defense Information Systems Agency
Attn: BLA
701 South Courthouse Road
Arlington, VA 22202-2199

- h. Defense Intelligence Agency
Deputy Comptroller for Financial policy and Accounting (OC-4)
Washington, DC 20340-3035
- i. Defense Legal Services Agency
Attn: Attorney Manager
1600 Defense Pentagon
Washington, DC 20301-1600
- j. Defense Logistics Agency
Office of the Comptroller
8725 John J. Kingman Rd., Suite 533
Ft. Belvoir, VA 22060-6221
- k. Defense Prisoner of War/Missing Personnel Office
Attn: Resource Management Directorate
1745 Jefferson Davis Highway, Suite 800
Arlington, VA 22205-2816
- l. Defense Security Cooperation Agency
Attn: Deputy Director, Resource Management
1111 Jefferson Davis Highway, Suite 303
Arlington, VA 22205-2400
- m. Defense Security Service
Attn: Comptroller
1340 Braddock Place
Alexandria, VA 22314-1651
- n. Defense Threat Reduction Agency
Attn: Finance Management Office
45045 Aviation Drive
Dulles, VA 20166-7515
- o. Department of Defense Contract Audit Agency
Headquarters, Assistant Director, Resources
8725 John J. Kingman Road, Suite 2135
Fort Belvoir, VA 22060-6219
Regional Directors of DCAA Regio at Eastern, Northeastern, Central, Mid-Atlantic, and Western for
assigned personnel and other DCAA personnel under their command and control
- p. Department of Defense Education Activity
Attn: Comptroller
4040 Fairfax Drive
Arlington, VA 22203-1613
- q. Department of Defense Human Resources Activity
Attn: Assistant Director
4040 Fairfax Drive, Suite 200
Arlington, VA 22203-1613
- r. Department of Defense Inspector General
Assistant IG for Information Management
400 Army Navy Drive
Arlington, VA 22202-2870

13. Office of the Supreme Allied Command (USACEUR): Executive/Executive Assistant to the Supreme Allied Commander Europe, Attn: SHG, APO AE 09705.

14. Joint Service Conferences, Symposiums, Seminars, or Professional Meetings. AEAs may be approved by the authority of the sponsoring Uniformed Service/Defense Agency for all attendees regardless of Service/Defense Agency affiliation.

*C. AEA Requests above 150% but Not Exceeding 300%. AEA requests for more than 150% of per diem but not exceeding 300% (see JFTR, par. U4240 or JTR, par. C4616) are submitted to the appropriate office listed below.

1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority shall not be further delegated.***

2. Air Force:

a. MAJCOM/FMs, FOA and DRU FMs or equivalents;

b. 11th Wing/FM for HQ USAF personnel;

c. Air Force Reserve Members:

(1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;

(2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635.

This authority shall not be further delegated.

3. Navy:

a. Military Personnel: See par. A3 above for authorization/approval authority;

b. Civilian Personnel: Navy Civilian Advisory Panel Member, Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), DP2, Nebraska Avenue Complex, 321 Somers Court NW, Suite 40101, Washington, DC 20393-5451.

4. Special Operations Commands:

a. Commander, Naval Special Warfare Command, Attn: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

b. Commander, Air Force Special Operations Command, Attn: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;

c. Commander, Joint Special Operations Command, Attn: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;

d. Commander, United States Special Operations Command; Attn: Chief of Staff (SOCS); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN 299-5122, Commercial (813) 828-5122;

- e. Joint Special Operations University, Attn: Chief of Staff, 357 Tully Street, Hurlburt Field, FL 32544-5000. Message address: JSOU HURLBURT FLD FL//COS//. Telephone: DSN 579-2649, Commercial (850) 884-2649;
- f. Commander, Special Operations Command Pacific, Attn: Chief of Staff, P.O. Box 64046, Camp H. M. Smith, HI 96961-4046. Message address: COMSOPAC HONOLULU HI//COS/J4//. Telephone: DSN 315-477-3923, Commercial (808) 477-3923;
- g. Commander, Special Operations Command, Joint Forces Command, Attn: Chief of Staff, 1721 Piersey Street, NAS, Norfolk, VA 23511-5692. Message address: COMSOPCOM NORFOLK VA//COS/J4//. Telephone: DSN 646-5841, Commercial (757) 443-5854;
- h. Commander, Special Operations Command Europe, Attn: Chief of Staff, CMR, Box 1000, APO AE 09128-4209. Message address: COMSOCEUR VAIHINGEN GE//COS//. Telephone: DSN 314-430-4488, Commercial 011-49-711-680-4488;
- i. Commander, Special Operations Command South, Attn: Chief of Staff, PSC 1008 Box 3900, FPO AA 34051-3900. Message address: COMSOPSOUTH PUERTO RICO//COS/J4//. Telephone: DSN 865-8780, Commercial (787) 865-8782;
- j. Commander, Special Operations Commander Central, Attn: Chief of Staff, Bldg. 1105, MacDill AFB, FL 33608-5261. Message address: COMSOCCENT MACDILL AFB FL//COS//. Telephone: DSN 299-6547, Commercial (813) 828-6547;
- k. Commander, Special Operations Command Korea, Attn: Chief of Staff, Unit 15622, Box 97, APO AP 96205-0328. Message address: COMUSKOREA SEOUL KOREA//COS/FKSO//. Telephone: DSN 315-723-8009, Commercial 011-822-7913, Ext. 5585.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Combatant Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe: See par. A1, A4, A6-A9, and A11-A13 above for authorization/approval authority.

*D. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Travelers. The following officials may authorize/approve AEAs up to 300% for their own official travel and for accompanying uniformed service members and travelers covered by these regulations. JTR, par. C4612 provisions (for travelers covered by these regulations) are not applicable to this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO
 Directors of Defense Agencies
 President, Uniformed Services University of the Health Sciences
 Director Operational Test & Evaluation
 DoD Inspector General
 Director, Defense Research & Engineering
 Commander/Deputy Commanders of Air Force Major Commands
 Chairman/Vice Chairman, Joint Chiefs of Staff,
 Chiefs/Vice Chiefs of Staff, U.S. Army and U.S. Air Force,
 Chief/Vice Chief of Naval Operations,
 Commandant/Assistant Commandant, U.S. Marine Corps,
 Commandant/Vice Commandant, U.S. Coast Guard,

APPENDIX M
STATION ALLOWANCE AND TRAVEL PER DIEM REPORTING PROCEDURES
AND
COMMAND/SENIOR OFFICER/COUNTRY ALLOWANCE COORDINATOR
RESPONSIBILITIES

(see <http://www.perdiem.osd.mil/cola/appm/appm.pdf>)

Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. **Incidental Expenses (IE).** Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

Effective for TDY travel performed on or after 1 January 1999

NOTE 1: Applicable to civilian employees:

(a) The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.

(b) The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.

Effective for TDY travel performed on or after 1 January 2001

NOTE 2: Applicable to uniformed members:

(a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if use of Government quarters by uniformed members is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Use of Government quarters and/or Government mess may not be directed for civilian employees (par. T4040-A1c).***

2. In some situations, the Secretary concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full day of EUM and ends at 2400 on the last full day of EUM. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (pars. T4040-E and T4040-F) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. The restriction on paying per diem only includes travel days between duty locations and does not involve entitlements for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 the day the member arrives at the TDY location. The prohibition begins again at 0001 the departure day from the TDY location until arrival at the PDS. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and most members pay some amount for food; civilians also pay for food. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to members. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the incidental expense. See par. T4020-B2.

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*3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. ***Exception: A member receiving the GMR rate while TDY to a JTF Commander's area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. U4151-B4 (e.g., If a TDY member travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).*** The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the vessel.

APPENDIX S

AUTHORIZED FEML LOCATIONS/DESTINATIONS

The following are authorized FEML locations/destinations *for members (and their dependents) and, effective 2 November 2002, for civilian employees and their dependents*:

| Authorized FEML Location | Command Region | Authorized Destination | Recertification Due Date |
|----------------------------------|----------------|------------------------|--------------------------|
| Albania, Tirana | European | Frankfurt | 1 January 2003 |
| Argentina | Southern | Miami | 31 May 2003 |
| Armenia, Yerevan | European | Frankfurt | 1 January 2003 |
| Australia, Alice Springs | Pacific | Honolulu | 31 August 2003 |
| Australia, Exmouth | Pacific | Perth | 31 August 2003 |
| Australia, Learmonth | Pacific | Perth | 31 August 2003 |
| Azerbaijan, Baku | European | Frankfurt | 1 January 2003 |
| Bahrain | Central | Frankfurt | 31 October 2004 |
| Bangladesh | Pacific | Honolulu | 31 August 2003 |
| Barbados | Southern | Miami | 31 May 2003 |
| Belarus | European | Frankfurt | 1 January 2003 |
| Belize | Southern | Miami | 31 May 2003 |
| Bolivia | Southern | Miami | 31 May 2003 |
| Botswana, Gaborone | European | Frankfurt | 31 March 2005 |
| Brazil | Southern | Miami | 31 May 2003 |
| Bulgaria, Sofia | European | Frankfurt | 31 March 2005 |
| Burma | Pacific | Honolulu | 31 August 2003 |
| Cambodia, Phnom Penh | Pacific | Honolulu | 31 August 2003 |
| Cameroon | European | Frankfurt | 1 January 2003 |
| Canada, British Columbia, Masset | Atlantic | Vancouver | 30 April 1999 |
| Chad | European | Frankfurt | 1 January 2003 |
| Chile | Southern | Miami | 31 May 2003 |
| China, Beijing | Pacific | Honolulu | 31 August 2003 |
| Columbia | Southern | Miami | 31 May 2003 |
| Costa Rica, San Jose | Southern | Miami | 31 March 2004 |
| Croatia, Zagreb | European | Frankfurt | 31 March 2005 |
| Cuba, Guantanamo Bay | Southern | Jacksonville | 31 December 2004 |
| Cyprus, Nicosia | European | Frankfurt | 31 March 2005 |
| Democratic Republic of Congo | European | Frankfurt | 1 January 2003 |
| Djibouti | Central | Frankfurt | 31 October 2004 |
| Dominican Republic | Southern | Miami | 31 May 2003 |

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|---|----------|-----------------|-----------------|
| Ecuador | Southern | Miami | 31 May 2003 |
| Egypt | Central | Frankfurt | 31 October 2004 |
| El Salvador | Southern | Miami | 31 May 2003 |
| Eritrea, Asmara | Central | Frankfurt | 31 October 2004 |
| Estonia, Tallinn | European | Frankfurt | 31 March 2005 |
| Ethiopia, Addis Ababa | Central | Frankfurt | 31 October 2004 |
| Fiji | Pacific | Honolulu | 31 August 2003 |
| Gabon, Libreville | European | Paris | 31 October 2004 |
| Georgia, Tbilisi | European | Frankfurt | 31 March 2005 |
| Ghana, Accra | European | Frankfurt | 1 January 2003 |
| Greece, Athens | European | Frankfurt | 31 March 2005 |
| Greece, Larissa | European | Frankfurt | 31 March 2005 |
| Greenland, Thule * | Space | Baltimore | 31 March 2004 |
| Guatemala | Southern | Miami | 31 May 2003 |
| Guinea, Conakry | European | Paris/Frankfurt | 31 January 2005 |
| Guyana, Georgetown | Southern | Miami | 31 May 2003 |
| Haiti | Southern | Miami | 31 May 2003 |
| Honduras | Southern | Miami | 31 May 2003 |
| Hong Kong | Pacific | Los Angeles | 31 August 2003 |
| India, New Delhi | Pacific | Honolulu | 31 August 2003 |
| Indonesia | Pacific | Honolulu | 31 August 2003 |
| Israel, Tel Aviv | European | Frankfurt | 31 March 2005 |
| Ivory Coast, Abidjan | European | Frankfurt | 31 March 2005 |
| Jamaica | Southern | Miami | 31 May 2003 |
| Jordan | Central | Frankfurt | 31 October 2004 |
| Kazakhstan, Almaty | Central | Frankfurt | 31 October 2004 |
| Kenya | Central | Frankfurt | 31 October 2004 |
| Kuwait | Central | Frankfurt | 31 October 2004 |
| Kyrgyzstan, Bishkek | Central | Frankfurt | 31 October 2004 |
| Latvia | European | Frankfurt | 1 January 2003 |
| Lithuania, Vilnius | European | Frankfurt | 31 March 2005 |
| Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje | European | Frankfurt | 31 March 2003 |
| Malaysia, Kuala Lumpur | Pacific | Sydney | 31 August 2003 |
| Mali, Bamako | European | Frankfurt | 30 April 2002 |
| Marshall Islands, Majuro | Pacific | Honolulu | 31 August 2003 |
| Mexico | Southern | San Antonio | 31 May 2003 |
| Moldova, Chisnau | European | Frankfurt | 1 January 2003 |
| Mongolia, Ulaanbaatar | Pacific | San Francisco | 31 August 2003 |

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|------------------------------------|----------|-----------|------------------|
| Morocco, Rabat | European | Frankfurt | 31 March 2005 |
| Mozambique, Maputo | European | Frankfurt | 31 March 2005 |
| Namibia, Windhoek | European | Frankfurt | 30 April 2002 |
| Nepal, Kathmandu | Pacific | Honolulu | 31 December 2004 |
| Nicaragua | Southern | Miami | 31 May 2003 |
| Niger, Niamey | European | Frankfurt | 31 March 2005 |
| Nigeria, Lagos | European | Frankfurt | 31 March 2005 |
| Oman | Central | Frankfurt | 31 October 2004 |
| Pakistan | Central | Frankfurt | 31 October 2004 |
| Panama, Panama City | Southern | Miami | 31 May 2003 |
| Paraguay | Southern | Miami | 31 May 2003 |
| Peru | Southern | Miami | 31 May 2003 |
| Philippines, Metro Manila | Pacific | Honolulu | 31 August 2003 |
| Poland, Warsaw | European | Frankfurt | 31 March 2005 |
| Qatar | Central | Frankfurt | 31 October 2004 |
| Romania, Bucharest | European | Frankfurt | 31 March 2005 |
| Russia, Moscow | European | Frankfurt | 31 March 2005 |
| Rwanda, Kigali | European | Frankfurt | 1 January 2003 |
| Saudi Arabia | Central | Frankfurt | 31 October 2004 |
| Senegal | European | Frankfurt | 1 January 2003 |
| Singapore | Pacific | Sydney | 31 August 2003 |
| South Africa, Pretoria | European | Frankfurt | 31 March 2005 |
| Sri Lanka, Colombo | Pacific | Frankfurt | 31 August 2003 |
| Suriname | Southern | Miami | 31 May 2003 |
| Syria, Damascus | European | Frankfurt | 31 March 2005 |
| Tanzania, Dar Es Salaam | European | Frankfurt | 30 April 2002 |
| Thailand, Bangkok | Pacific | Honolulu | 31 August 2003 |
| Thailand, Chiang Mai | Pacific | Honolulu | 31 August 2003 |
| Trinidad, Port of Spain and Tobago | Southern | Miami | 31 May 2003 |
| Tunisia, Tunis | European | Frankfurt | 31 March 2005 |
| Turkey, Ankara | European | Frankfurt | 1 January 2003 |
| Turkey, Izmir | European | Frankfurt | 1 January 2003 |
| Turkmenistan, Ashgabat | Central | Frankfurt | 31 October 2004 |
| Uganda, Kampala | European | Frankfurt | 1 January 2003 |
| Ukraine, Kiev | European | Frankfurt | 31 March 2005 |
| United Arab Emirates | Central | Frankfurt | 31 October 2004 |
| Uruguay | Southern | Miami | 31 May 2003 |
| Uzbekistan, Tashkent | Central | Frankfurt | 31 October 2004 |

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|------------------|----------|-----------|-----------------|
| Venezuela | Southern | Miami | 31 May 2003 |
| Vietnam, Hanoi | Pacific | Honolulu | 31 August 2003 |
| Yemen | Central | Frankfurt | 31 October 2004 |
| Zambia, Lusaka | European | Frankfurt | 31 October 2004 |
| Zimbabwe, Harare | European | Frankfurt | 31 March 2005 |

* Exception to the 24-month tour requirement approved by ASD(FMP) on 18 March 2002 memo.

APPENDIX U

AUTHORIZED REST AND RECUPERATION (R&R) LOCATIONS/DESTINATIONS

NOTE 1: See JFTR, par. U7300 (uniformed members) and JTR, par. C6750 (civilian employees) for regulations concerning Funded Rest And Recuperative (R&R) Leave Transportation.

NOTE 2: The footnoted locations are authorized R&R for specific missions only!

The following are authorized Rest and Recuperation (R&R) locations/destinations *for members of the Uniformed Services and, effective 2 November 2002, for civilian employees:*

| Authorized R&R Location | Command Region | Authorized OCONUS Destination | Authorized CONUS Destination | Re-certification Due Date |
|---|----------------|-------------------------------|------------------------------|---------------------------|
| Afghanistan 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 30 November 2004 |
| Albania | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Bahrain 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 30 November 2004 |
| Bosnia-Herzegovina | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Croatia | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Hungary | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Joint Task Force - South West Asia (JTF-SWA) 1/ | Central | Frankfurt, Germany | Baltimore, Maryland | 31 December 2002 |
| Kuwait 2/, 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 28 February 2005 |
| Kyrgyzstan 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 30 November 2004 |
| Macedonia, Former Yugoslavia Republic of | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Montenegro | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Oman 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 30 November 2004 |
| Pakistan 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 30 November 2004 |
| Qatar 3/, 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 28 February 2005 |
| Saudi Arabia 4/, 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 28 February 2005 |
| Serbia | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Slovenia | European | Frankfurt, Germany | Baltimore, Maryland | 31 March 2002 |
| Tajikistan 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 30 November 2004 |
| UAE 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 30 November 2004 |
| Uzbekistan 6/ | Central | Frankfurt, Germany | Baltimore, Maryland | 30 November 2004 |
| Yemen 5/ | Central | Frankfurt, Germany | Baltimore, Maryland | 28 February 2005 |

1/ Only for the mission of Operation Southern Watch.

2/ Only for the missions of Combined Joint Task Force – Kuwait (CJTF-KU) (Operation Desert Spring), U.S. Army Central Command – Kuwait (ARCENT-KU) and CENTAF elements at Ali Al Saleem and Al Jabbar.

3/ Only for the mission of U.S. Army Central Command – Qatar (ARCENT-QA).

4/ Only for the missions: a) U.S. Army Central Command – Saudi Arabia (ARCENT-SA), b) 320th Air Expeditionary Group (AEG) (Operation Desert Shift transitioned JTF-SWA to Prince Sultan Air Base an/about of 1 April 01), c) U.S. Central Command Air Forces (CENTAF) elements Airborne Early Warning (AEW) at Prince Sultan Air Base.

5/ Only for Humanitarian Mission (De-mining).

6/ Only for the mission of Enduring Freedom.

